

CHAPTER 4: VOUCHERS FROM AUTHORIZATIONS

The Defense Travel System (DTS) uses vouchers from authorizations (vouchers) to record the actual expenses that a traveler incurred during a trip. In order for DTS to reconcile estimated expenses with actuals, a traveler submits a voucher. The voucher is prepopulated with data that was entered on the authorization; therefore, the traveler must have an approved authorization in DTS before creating a voucher. A traveler can add to and update this data. DTS allows a traveler to create a voucher prior to or during TDY, but does not allow it to be signed until after the trip is complete. Likewise, this restriction prevents the AO from approving the voucher until the trip is complete. A voucher cannot be stamped APPROVED until DTS receives positive acknowledgement from all accountable stations. This status indicates that the Global Exchange (GEX) accounting system has received and accepted the obligation. It is recommended that vouchers be submitted within five days of returning from travel.

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4.1 Log In to DTS

To create a voucher in DTS, access the DTS Home page by entering URL www.defensetravel.osd.mil and follow the below instructions to log in to DTS.

1. Select the green **LOGIN TO DTS** button located near the center of the DTS Home page.

The DoD Privacy and Ethics Policy statement displays.

2. Select **Accept**. (Selecting **Decline** will take the traveler back to the DTS Home page.)

The DTS Secure Log-In screen opens.

3. Enter the PIN in the **PIN** field.
4. Select **OK**.

4.2 Create a Voucher

Once logged in to DTS, the User Welcome screen will open. Use the below steps to create a new voucher:

1. Mouse over **Official Travel** on the menu bar.
2. Select **Vouchers** from the drop-down list.

The Vouchers screen opens (Figure 4-1). Any existing vouchers will display on this screen. The column headers may be selected on to sort the authorizations by document name, departure date, status, or Travel Authorization Number (TA Number). The appropriate link may also be selected to view, edit, print, remove, or amend a voucher. Use the View Authorizations / Orders, View Local Vouchers, and View Group Authorizations buttons to open the list of documents of that type.

Return To List – A Return to List button displays in the top left corner of each screen. This closes the current document and returns to the traveler's document list.

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View Authorizations / Orders View Local Vouchers View Group Authorizations

Vouchers

Below is a list of your vouchers. Please select the appropriate function which corresponds to the Voucher with which you wish to work

> [Create New Voucher From Authorization/Order](#)

Existing Vouchers

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
CCDAYTONOH092508_V01	09/25/08	CREATED	0NWOZE	> edit	> print	> remove	
CCDENVERJEFFE092308_V01	09/23/08	SIGNED	0NW100	> view/edit	> print		
CCORLANDOORAN092208_V01	09/22/08	ADJUSTED	0NW105	> view/edit	> print		
CCTAMPAFL091508_V01	09/15/08	SIGNED	0NW0LH	> view/edit	> print		

Figure 4-1: Vouchers Screen

The purpose of each link is explained below:

- **Edit.** Select to edit information in an existing voucher. This link changes to *view/edit* after the voucher has been signed. After selecting *view/edit*, remove the checkmark from the VIEW-ONLY check box to allow changes to be made. If the check box is cleared, DTS will prompt the user for a digital signature. Once a voucher has been approved, the link will display as *view* and the Amend link (see below) must be used to make changes to the voucher.
- **Print.** Select to print an overview of the itinerary, including per diem rates and entitlements. The voucher will display on a new screen, from which it can be printed.
- **Remove.** Select to delete a document that is in the status of CREATED. This link is no longer available after the voucher has been signed.
- **Amend.** Select to make changes to an APPROVED voucher. This link will only display *after* the Authorizing Official (AO) has stamped the voucher APPROVED. DTS creates a new document that must be signed and routed through the entire routing list.

3. Select **Create New Voucher from Authorization/Order**.

The Voucher from Authorization / Order screen opens. It lists the authorizations from which vouchers can be created. Select the column headers to sort the authorizations (Figure 4-2).

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Voucher from Authorization / Order

Below is a list of your authorizations. Click "Create" next to the travel authorization for which you want to create a voucher.

Document Name	Departure Date	Status	TA Number	Create
ECSANFRANCISC100608_A01	10/06/08	POS ACK RECEIVED	ONZLRH	>create

Figure 4-2: Voucher from Authorization / Order Screen

4. Select **Create** next to the authorization for which a voucher needs to be created.

The Trip Overview screen opens (Figure 4-3). The itinerary appears on the right side of the screen in the Trip Summary box. The itinerary displays the information that was entered in the authorization.

The following sections provide guidance for changing the voucher, if any part of the trip (e.g., dates, travel, or lodging) differs from the authorization.

4.3 Update Itinerary

If the dates or location have changed during the travel, the itinerary can be updated when creating the voucher. The following sections describe how to change the dates and locations.

4.3.1 Change the Dates of a Trip


To change the date(s) of a trip, begin in the Trip Summary box on the right side of the Trip Overview screen (Figure 4-3). Use the below steps to change the date(s) on an itinerary:

1. Select **Edit** for the Overall Starting Point or Overall Ending Point, depending on the date that changed.

The Trip Overview box on the left side of the screen displays a Start Date field and an End Date field. Both fields have a pop-up calendar from which the correct travel date can be selected.

2. Complete the **Start Date** field or the **End Date** field (as needed) with the correct date(s) or select the **calendar** icon to select the date(s).
3. Select **Proceed to Per Diem Locations** at the bottom of the screen (Figure 4-4).

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.


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Trip Overview

Booking Travel using the Defense Travel System requires that you first provide information about your starting and ending locations (usually your home or duty station) and your TDY/TAD Locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these initial steps are complete.

Overall Starting Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter a Starting Point:

* Start Date(mm/dd/yyyy):

Overall Ending Point Information

Please Note: A **Red Star** (*) indicates a required field.

* Select a Location: -OR- * Enter an Ending Point:

* End Date(mm/dd/yyyy):

Other Trip Information

Please Note: A **Red Star** (*) indicates a required field.

* Trip Type: Trip Description (optional):

* Trip Purpose:

* Trip Duration:

☐ 12 Hours or Less
 ☐ >12 - 24 Hours - With Lodging
 ☐ >12 - 24 Hours - No Lodging
 ☒ Multi-Day

Authorization Number:

Authorization Date: (mm/dd/yyyy)

Trip Number:

Comments for Travel Order:

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	15-Dec-08	

Location 1: MIAMI-DADE COUNTY, FL

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	MIAMI-DADE COUNTY, FL	
Arrive:	15-Dec-08	
Leave:	19-Dec-08	
Carrier/Flight:	Airtran Airlines (FL) 191	Edit
Conf/PNR:	123456	Remove
Depart:	11:57AM - 15-Dec-08 DCA-Washington, DC (USA) (National Apt)	
Arrive:	1:53PM - 15-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Int'l)	
Carrier/Flight:	Airtran Airlines (FL) 434	Edit
Conf/PNR:	123456	Remove
Depart:	2:28PM - 15-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Int'l)	
Arrive:	2:34PM - 15-Dec-08 PNS-Pensacola, FL (USA) (Regional Apt)	
Rental Car:	DOLLAR	Edit
Airport:	PNS - Pensacola Municipal Apt, FL (Unite)	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	15-Dec-08 3:00PM	
Drop-Off:	19-Dec-08 5:30AM	
Lodging:	Extended Stay America Pe	Edit
Confirmation:	12345678-	Remove
Check-In:	15-Dec-08	
Check-Out:	19-Dec-08	

Overall Ending Point


Leave From:	MIAMI-DADE COUNTY, FL	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	19-Dec-08	
Carrier/Flight:	Delta Air Lines Inc. (DL) 1769	Edit
Conf/PNR:	123456	Remove
Depart:	5:45AM - 19-Dec-08 PNS-Pensacola, FL (USA) (Regional Apt)	
Arrive:	7:55AM - 19-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Int'l)	
Carrier/Flight:	Delta Air Lines Inc. (DL) 804	Edit
Conf/PNR:	123456	Remove
Depart:	8:30AM - 19-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Int'l)	
Arrive:	10:09AM - 19-Dec-08 DCA-Washington, DC (USA) (National Apt)	

Proceed to the following page:

Figure 4-3: Trip Overview Screen

4. Select **OK**.

The Per Diem Locations screen opens (Figure 4-4). The itinerary displays in the Trip Summary box on the right side of the screen.


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Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: STAFFORD, VA
Overall Start Date: 13-Oct-08

[Click Here to Add a Destination in Between](#)

Location 1: SAN DIEGO, CA
Arrival Date: 13-Oct-08 [Remove](#)
Departure Date: 17-Oct-08


Add a TDY/TAD Location


Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:

* Location: Use Location Tools Above

* Arriving On: 10/13/2008 

* Departing On: 10/17/2008 

Overall End Point: RES: STAFFORD, VA
Overall End Date: 17-Oct-08

[Save This Location](#)

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	13-Oct-08	

Location 1: SAN DIEGO, CA

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	SAN DIEGO, CA	
Arrive:	13-Oct-08	
Leave:	17-Oct-08	
Carrier / Flight:	United Airlines Inc. (UA) 611	Edit
Conf/PNR:	123456	Remove
Depart:	10:27AM - 13-Oct-08 DCA-Washington, DC (USA) (National Apt)	
Arrive:	11:26AM - 13-Oct-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier / Flight:	United Airlines Inc. (UA) 469	Edit
Conf/PNR:	123456	Remove
Depart:	12:06PM - 13-Oct-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	2:20PM - 13-Oct-08 SAN-San Diego, CA (USA) (Intl. Apt)	
Lodging:	Harborview Inn & Suites	Edit
Confirmation:	12345678-	Remove
Check-In:	13-Oct-08	
Check-Out:	17-Oct-08	

Overall Ending Point

Leave From:	SAN DIEGO, CA	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	17-Oct-08	
Carrier / Flight:	United Airlines Inc. (UA) 442	Edit
Conf/PNR:	123456	Remove
Depart:	10:37AM - 17-Oct-08 SAN-San Diego, CA (USA) (Intl. Apt)	
Arrive:	4:30PM - 17-Oct-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier / Flight:	United Airlines Inc. (UA) 622	Edit
Conf/PNR:	123456	Remove
Depart:	5:05PM - 17-Oct-08 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	7:58PM - 17-Oct-08 DCA-Washington, DC (USA) (National Apt)	

Figure 4-4: Per Diem Locations Screen - Change Date for Location 1

5. Select **Edit** for Location 1 in the Trip Summary box.


The Edit a TDY/TAD Location screen appears.

6. Complete the **Arriving On** or **Departing On** field(s) in the Per Diem Locations box. The **calendar** icon may be selected to choose the date.
7. Select **Save Changes**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

8. Select **OK**.

The Per Diem Locations screen refreshes with the new date(s) (Figure 4-5).


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Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: STAFFORD, VA
Overall Start Date: 08-Feb-09

[Click Here](#) to Add a Destination in Between

Location 1: SEATTLE, WA
Arrival Date: 08-Feb-09 [Remove](#)
Departure Date: 20-Feb-09

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) Indicates a required field.

Search by:

* Location: Use Location Tools Above

* Arriving On: 02/20/2009

* Departing On: 02/20/2009

Overall End Point: RES: STAFFORD, VA
Overall End Date: 20-Feb-09

Trip Summary

Overall Starting Point

Leave From: RES: STAFFORD, VA [Edit](#)
Leave: 08-Feb-09

Location 1: SEATTLE, WA

Leave From: RES: STAFFORD, VA [Edit](#)
TDY/TAD Loc: SEATTLE, WA
Arrive: 08-Feb-09
Leave: 20-Feb-09

Carrier / Flight: United Airlines Inc. (UA) 609 [Edit](#)
Conf/PNR: 123456 [Remove](#)

Depart: 9:45AM - 09-Feb-09
DCA-Washington, DC (USA) (National Apt)
Arrive: 10:57AM - 09-Feb-09
ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier / Flight: United Airlines Inc. (UA) 355 [Edit](#)
Conf/PNR: 123456 [Remove](#)

Depart: 12:00PM - 09-Feb-09
ORD-Chicago, IL (USA) (O'Hare Apt)
Arrive: 2:31PM - 09-Feb-09
SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)

Rental Car: ALAMO [Edit](#)
Airport: SEA - Seattle/Tacoma International Apt, [Remove](#)

Confirmation: ABCD1234678-
Pick-Up: 09-Feb-09 3:00PM
Drop-Off: 19-Feb-09 10:30PM

Lodging: Travelodge Sea-Tac Airpo [Edit](#)
Confirmation: 12345678- [Remove](#)
Check-In: 09-Feb-09
Check-Out: 20-Feb-09

Overall Ending Point

Leave From: SEATTLE, WA [Edit](#)
Return Loc: RES: STAFFORD, VA
Arrive: 20-Feb-09

Carrier / Flight: United Airlines Inc. (UA) 754 [Edit](#)
Conf/PNR: 123456 [Remove](#)

Depart: 11:10PM - 19-Feb-09
SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)
Arrive: 4:52AM - 20-Feb-09
ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier / Flight: United Airlines Inc. (UA) 600 [Edit](#)
Conf/PNR: 123456 [Remove](#)

Depart: 6:02AM - 20-Feb-09
ORD-Chicago, IL (USA) (O'Hare Apt)
Arrive: 8:45AM - 20-Feb-09
DCA-Washington, DC (USA) (National Apt)

Bus: Comm Bus [Edit](#)
Type: CB - Comm Bus [Remove](#)
Depart: 16-Feb-09

Train: Amtrak (2V) 0513 [Edit](#)
Depart: 8:35AM - 17-Feb-09 - BEL [Remove](#)
Arrive: 10:55AM - 17-Feb-09 - SEA

Figure 4-5: Per Diem Locations Screen (Date Changed)

9. Review the **Trip Summary** box to confirm that the change has been made to the trip date(s).

In order to have a valid voucher in DTS, a per diem location(s) must be selected.

4.3.2 Update a Location

To add or change a location, begin in the Per Diem Locations box on the left side of the Per Diem Locations screen (Figure 4-5).

The below information shows the traveler how to change the location:

- **Click Here to Add a Destination in Between.** Use to add a new location to which travel occurred *before* the traveler arrived at Location 1.
- **Remove.** Use to remove the location from the itinerary.
- **Location, State/Country – Location, ZIP Code, and County Lookup.** Use to add another TDY location to which the traveler will travel *after* traveling to Location 1.

4.3.2.1 Add a Location

Use the below steps to add a location to an itinerary:

1. At Overall Ending, select **Edit**.
2. Select the **calendar** icon to change the **End Date**.
3. Select **Proceed to Per Diem Location**.

A pop-up message displays with a reminder that the per diem entitlements will be updated for the document.


4. Select **OK**.
5. Select **Click Here** if it is necessary to add a location to which the traveler arrived before the location in the authorization.
-OR-
Select one of the **Search by:** buttons to add a new location as Location 2.

6. Enter **Arriving On** date.
7. Select **Save This Location**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

8. Select **OK**.

The Per Diem Locations screen refreshes with the new location (Figure 4-6).


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Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: ARLINGTON,VA
Overall Start Date: 17-Nov-08

[Click Here to Add a Destination in Between](#)

Location 1: SACRAMENTO COUNTY,CA
Arrival Date: 17-Nov-08 [Remove](#)
Departure Date: 21-Nov-08

[Click Here to Add a Destination in Between](#)

Location 2: SAN DIEGO COUNTY,CA
Arrival Date: 21-Nov-08 [Remove](#)
Departure Date: 25-Nov-08

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.


Please Note: A Red Star (*) indicates a required field.


Search by:

Location
State/Country - Location

Zip Code
County Lookup

* Location: Use Location Tools Above

* Arriving On: 11/25/2008 

* Departing On: 11/25/2008 

Overall End Point: RES: ARLINGTON, VA
Overall End Date: 25-Nov-08

[Save This Location](#)

Trip Summary

Overall Starting Point

Leave From: RES: ARLINGTON,VA [Edit](#)
Leave: 17-Nov-08

Location 1: SACRAMENTO COUNTY,CA

Leave From: RES: ARLINGTON,VA [Edit](#)
TDY/TAD Loc: SACRAMENTO COUNTY,CA
Arrive: 17-Nov-08
Leave: 21-Nov-08

Other: Comm Rail (Indiv Bill) [Edit](#)
Type: CR - Comm Rail (Indiv Bill) [Remove](#)
Depart: 17-Nov-08

Location 2: SAN DIEGO COUNTY,CA

Leave From: SACRAMENTO COUNTY,CA [Edit](#)
TDY/TAD Loc: SAN DIEGO COUNTY,CA
Arrive: 21-Nov-08
Leave: 25-Nov-08

Overall Ending Point

Leave From: SAN DIEGO COUNTY,CA [Edit](#)
Return Loc: RES: ARLINGTON, VA
Arrive: 25-Nov-08

Figure 4-6: Per Diem Locations Screen, Location 2 Added

4.3.2.2 Change or Remove a Location

If the TDY changes to a different location, the location that was populated into the voucher from the authorization must be removed. Beginning on the left side of the Per Diem Locations screen (Figure 4-6), use the below steps to change a location:

1. Select **Remove** next to the arrival date.

A message displays, asking for confirmation to delete this location.

2. Select **OK**.

A message displays stating that the per diem entitlements for this trip have been updated.

3. Select **OK**.

The screen no longer displays the removed location.


4. Select one of the **Search by:** buttons to add a new location.

5. Select Save **This Location**.

A pop-up message displays to remind the traveler that the per diem entitlements will be updated for the document.

6. Select **OK**.

The Per Diem Locations screen refreshes with the new location (Figure 4-7).


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Per Diem Locations

Booking Travel using the Defense Travel System requires that you provide information about your TDY/TAD locations for per diem purposes. You will be able to request bookings for transportation (e.g., air, rail) and lodging after these steps are completed.

Overall Starting Point: RES: STAFFORD,VA
Overall Start Date: 15-Dec-08

[Click Here to Add a Destination in Between](#)

Location 1: MIAMI-DADE COUNTY,FL
Arrival Date: 15-Dec-08 [Remove](#)
Departure Date: 19-Dec-08

Add a TDY/TAD Location

Click on a button below to select your TDY/TAD Location. Use "Search Location" to search for the per diem location. Use "TDY/TAD Location Lookup" to select from a list of per diem locations.

Please Note: A Red Star (*) indicates a required field.

Search by:

* Location: Use Location Tools Above
* Arriving On: 12/19/2008
* Departing On: 12/19/2008

Overall End Point: RES: STAFFORD, VA
Overall End Date: 19-Dec-08

[Save This Location](#)

Trip Summary

Overall Starting Point

Leave From: RES: STAFFORD,VA [Edit](#)
Leave: 15-Dec-08

Location 1: MIAMI-DADE COUNTY,FL

Leave From: RES: STAFFORD,VA [Edit](#)
TDY/TAD Loc: MIAMI-DADE COUNTY,FL
Arrive: 15-Dec-08
Leave: 19-Dec-08

Carrier / Flight: Airtran Airlines (FL) 191 [Edit](#)
Conf/PNR: 123456 [Remove](#)
Depart: 11:57AM - 15-Dec-08
DCA-Washington, DC (USA) (National Apt)
Arrive: 1:53PM - 15-Dec-08
ATL-Atlanta, GA (USA) (Hartsfield Intl)

Carrier / Flight: Airtran Airlines (FL) 434 [Edit](#)
Conf/PNR: 123456 [Remove](#)
Depart: 2:28PM - 15-Dec-08
ATL-Atlanta, GA (USA) (Hartsfield Intl)
Arrive: 2:34PM - 15-Dec-08
PNS-Pensacola, FL (USA) (Regional Apt)

Rental Car: DOLLAR [Edit](#)
Airport: PNS - Pensacola Municipal Apt, FL (Unite) [Remove](#)
Confirmation: ABCD1234678-
Pick-Up: 15-Dec-08 3:00PM
Drop-Off: 19-Dec-08 5:30AM

Lodging: Extended Stay America Pe [Edit](#)
Confirmation: 12345678- [Remove](#)
Check-In: 15-Dec-08
Check-Out: 19-Dec-08

Overall Ending Point

Leave From: MIAMI-DADE COUNTY,FL [Edit](#)
Return Loc: RES: STAFFORD, VA
Arrive: 19-Dec-08

Carrier / Flight: Delta Air Lines Inc. (DL) 1769 [Edit](#)
Conf/PNR: 123456 [Remove](#)
Depart: 5:45AM - 19-Dec-08
PNS-Pensacola, FL (USA) (Regional Apt)
Arrive: 7:55AM - 19-Dec-08
ATL-Atlanta, GA (USA) (Hartsfield Intl)

Carrier / Flight: Delta Air Lines Inc. (DL) 804 [Edit](#)
Conf/PNR: 123456 [Remove](#)
Depart: 8:30AM - 19-Dec-08
ATL-Atlanta, GA (USA) (Hartsfield Intl)
Arrive: 10:09AM - 19-Dec-08
DCA-Washington, DC (USA) (National Apt)

Figure 4-7: Per Diem Location Screen – Location 1 Changed

4.4 Travel

The Travel module of DTS is a tool that allows a traveler to update certain travel costs on a voucher. It is not used to make reservations; its purpose is to update some of the costs for reserved travel. The ticket type cannot be changed using this process. Section 4.4.5, Add Other Ticketed Transportation provides instructions on how to add new ticketed transportation arrangements.

When the Travel module is selected from the navigation bar, the Air Travel screen opens by default (Figure 4-8). The right side of the screen is the Trip Summary box. The Trip Summary displays the itinerary and the links used to edit the voucher on *all* the screens in the Travel feature.

Note: If a CTO fee is not included with the air fare, the traveler must include the CTO fee by using the Other Trans screen in the Travel module. The traveler will need to select CTO Fee from the drop down box on the Other Trans screen (Figure 4-9) and in the ticket number box put in the ticket number beginning with 890.

Defense Travel System A New Era of Government Travel		Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
RETURN TO LIST		Air		Lodging	Rental Car	Rail	Other Trans.

Air Travel

Please select a flight from the trip summary on the right to edit air reservations.

Trip Summary

Overall Starting Point		
Leave From:	RES: STAFFORD, VA	Edit
Leave:	15-Dec-08	
Location 1: MIAMI-DADE COUNTY, FL		
Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	MIAMI-DADE COUNTY, FL	
Arrive:	15-Dec-08	
Leave:	19-Dec-08	
Carrier/Flight:	Airtran Airlines (FL) 191	Edit
Conf/PNR:	123456	Remove
Depart:	11:57AM - 15-Dec-08 DCA-Washington, DC (USA) (National Apt)	
Arrive:	1:53PM - 15-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Carrier/Flight:	Airtran Airlines (FL) 434	Edit
Conf/PNR:	123456	Remove
Depart:	2:28PM - 15-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Arrive:	2:34PM - 15-Dec-08 PNS-Pensacola, FL (USA) (Regional Apt)	
Rental Car:	DOLLAR	Edit
Airport:	PNS - Pensacola Municipal Apt, FL (Unite)	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	15-Dec-08 3:00PM	
Drop-Off:	19-Dec-08 5:30AM	
Lodging:	Extended Stay America Pe	Edit
Confirmation:	12345678-	Remove
Check-In:	15-Dec-08	
Check-Out:	19-Dec-08	
Overall Ending Point		
Leave From:	MIAMI-DADE COUNTY, FL	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	19-Dec-08	
Carrier/Flight:	Delta Air Lines Inc. (DL) 1769	Edit
Conf/PNR:	123456	Remove
Depart:	5:45AM - 19-Dec-08 PNS-Pensacola, FL (USA) (Regional Apt)	
Arrive:	7:55AM - 19-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Carrier/Flight:	Delta Air Lines Inc. (DL) 804	Edit
Conf/PNR:	123456	Remove
Depart:	8:30AM - 19-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Arrive:	10:09AM - 19-Dec-08 DCA-Washington, DC (USA) (National Apt)	

Figure 4-8: Air Travel Screen

Logged In As: ERIC T CARSON Document Name: ECCOLORADOSPR042009_A01 Screen ID: 1094.1 [Close Window](#)
 Traveler Name: ERIC T CARSON Document Type: Authorization [Help for this screen](#)

Defense Travel System
 A New Era of Government Travel

[RETURN TO LIST](#) [Itinerary](#) [Travel](#) [Expenses](#) [Accounting](#) [Additional Options](#) [Review/Sign](#)

[Air](#) [Rail](#) [Rental Car](#) [Lodging](#) [Other Transportation](#) [Summary](#)

Other Trans.

Use this screen to enter Other Ticketed Transportation information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

ADD Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost: (If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

Trip Summary

Overall Starting Point

Leave From:	RES: MANASSAS,VA	Edit
Leave:	20-Apr-09	

Location 1: COLORADO SPRINGS,CO

Leave From:	RES: MANASSAS,VA	Edit
TDY/TAD Loc:	COLORADO SPRINGS,CO	
Arrive:	20-Apr-09	
Leave:	29-Apr-09	
Carrier / Flight:	United Airlines Inc. (UA) 923	Edit
Conf/PNR:	123456	
Depart:	12:35PM - 20-Apr-09 IAD-Washington, DC (USA) (Dulles Apt)	
Arrive:	2:23PM - 20-Apr-09 DEN-Denver, CO (USA) (Denver Intl. Apt)	
Carrier / Flight:	United Airlines Inc. (UA) 6361	Edit
Conf/PNR:	123456	
Depart:	3:05PM - 20-Apr-09 DEN-Denver, CO (USA) (Denver Intl. Apt)	
Arrive:	3:45PM - 20-Apr-09 COS-Colorado Springs, CO (USA)	

Figure 4-9: Other Trans Screen

4.4.1 Update Air Travel

Use the below steps to update air travel:

1. Select **Travel** from the navigation bar.
2. Select **Air** from subnavigation bar.

The Air Travel screen opens (Figure 4-8). The Trip Summary box is located on the right side of the screen. It displays the itinerary for the entire trip and the links that enable the traveler to edit the voucher.

3. Choose **Edit** next to the flight for which the information will be changed.
 -OR-
 Choose **Remove** to delete a flight.

The screen refreshes (Figure 4-10). It displays the original flight information from the authorization.

Defense Travel System A New Era of Government Travel		Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
RETURN TO LIST		Air	Lodging	Rental Car	Rail	Other Trans.	

Air Travel

Select "Change Ticket Data" to edit flight reservation information.

Flight Selected to Edit

\$228.00 [†] Estimated Total Ticket Cost

Delta Air Lines Inc. (DL) Flight: 1769

Depart: PNS-Pensacola, FL At 5:45 AM On Fri 19-Dec-08
 Arrive: ATL-Atlanta, GA At 7:55 AM On Fri 19-Dec-08
 Class: LDGDCA - L
 Confirmation Number: 123456
 Ticket Number: See Attached Ticket 2
 Status: BOOKED
 Seat Selection: 17F Seat
[OSI-Other Supplementary Information](#)

Ticket Date: 28-Oct-08
 Total Tax: \$0.00 PassFacChg: \$0.00 Fees: \$0.00
 Issue Date:

Flight Details Entered:

Frequent Flyer:
 Type:
 Method of Reimbursement: GOVCC-Individual
 CBA Label:
 CBA Account:

Comments to the Travel Agent:
[†] SEAT PREFERENCE: 17F

[Change Ticket Data](#)

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	15-Dec-08	

Location 1: MIAMI-DADE COUNTY, FL

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	MIAMI-DADE COUNTY, FL	
Arrive:	15-Dec-08	
Leave:	19-Dec-08	

Carrier / Flight:	Airtran Airlines (FL) 191	Edit
Conf/PNR:	123456	Remove
Depart:	11:57AM - 15-Dec-08 DCA-Washington, DC (USA) (National Apt)	
Arrive:	1:53PM - 15-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	

Carrier / Flight:	Airtran Airlines (FL) 434	Edit
Conf/PNR:	123456	Remove
Depart:	2:28PM - 15-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Arrive:	2:34PM - 15-Dec-08 PNS-Pensacola, FL (USA) (Regional Apt)	

Rental Car:	DOLLAR	Edit
Airport:	PNS - Pensacola Municipal Apt, FL (Unite)	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	15-Dec-08 3:00PM	
Drop-Off:	19-Dec-08 5:30AM	

Lodging:	Extended Stay America Pe	Edit
Confirmation:	12345678-	Remove
Check-In:	15-Dec-08	
Check-Out:	19-Dec-08	

Overall Ending Point

Leave From:	MIAMI-DADE COUNTY, FL	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	19-Dec-08	

Carrier / Flight:	Delta Air Lines Inc. (DL) 1769	Edit
Conf/PNR:	123456	Remove
Depart:	5:45AM - 19-Dec-08 PNS-Pensacola, FL (USA) (Regional Apt)	
Arrive:	7:55AM - 19-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	

Carrier / Flight:	Delta Air Lines Inc. (DL) 804	Edit
Conf/PNR:	123456	Remove
Depart:	8:30AM - 19-Dec-08 ATL-Atlanta, GA (USA) (Hartsfield Intl)	
Arrive:	10:09AM - 19-Dec-08 DCA-Washington, DC (USA) (National Apt)	

Figure 4-10: Edit Air Travel Screen

4. Select **Change Ticket Data**.

The Other Trans. screen opens. The left side of this screen displays editable fields in which to enter the correct flight information.

5. Update the **fields** with the correct information.

6. Select **Save**.

4.4.2 Update Lodging

If the lodging used on the trip differs from the lodging that was approved on the authorization, the traveler must adjust the voucher accordingly.

The Per Diem Entitlements screen is where lodging should be updated. Each day is listed individually so that changes can be made to one day or to a range of days. Do not add hotel sales taxes or room taxes in the Lodging section for CONUS locations. These should be entered in the Expenses section.

Use the below steps to change the dates for lodging:

1. Select **Travel** from the navigation bar.
2. Select **Lodging** from the subnavigation bar.

The **Lodging** screen opens. The Trip Summary box is located on the right side of the screen. The itinerary is displayed for the trip and links are available to allow the traveler to edit the voucher.

3. Choose **Edit** next to the lodging for which the dates will be changed.
-OR-
Choose **Remove** to delete the lodging.

The Lodging screen refreshes (Figure 4-11). The left side of this screen displays editable fields where correct lodging dates can be entered.

Defense Travel System A New Era of Government Travel		Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
RETURN TO LIST		Air	Lodging	Rental Car	Rail	Other Trans.	

Lodging

Use this screen to edit the saved accommodations.

TDY/TAD Location: SEATTLE, WA
Check-In Date: 09-Feb-09
Check-Out Date: 20-Feb-09

Accommodations Selected to Edit

Travelodge Sea-Tac Airpo

Travelodge Sea-Tac Airpo
14845 International Blvd S
SEATTLE, WA 98168

Travelodge

Phone: 206/242-1777
Fax: www.travelodge.com
Toll Free: 800/578-7878
Web Site: 206/248-4285
FEMA Approved

> View Additional Hotel Information
> OSI-Other Supplementary Information

Lodging Per Diem Allowed: \$158.00

ALWAYS OUR GUARANTEED BEST AVA::SLEEPY
BEAR ROOM THEMED
ROOM::TV/VCR/FRIDGE/MICROWAVE::FREE HIGH
SPEED WIRELESS INTERNET::

Room Type: ALWAYS OUR GUARANTEED BEST AVA::SLEEPY
BEAR ROOM THEMED
ROOM::TV/VCR/FRIDGE/MICROWAVE::FREE HIGH
SPEED WIRELESS INTERNET::

Room Rates: \$69.99 / night 12.60% Tax

Total Room & Tax \$78.81 / night excluding additional fees.

For property check in/check out times, view Additional Hotel
Information or property website

Cancellation Policy:
?

Check-In Date: 02/09/2009
Check-Out Date: 02/20/2009
Method of Reimbursement: GOVCC-Individual

[Enter Actual Lodging Costs](#)

Comments to the Travel Agent:
+

Save Selected Accommodations

Trip Summary

Overall Starting Point

Leave From: RES: STAFFORD, VA [Edit](#)
Leave: 09-Feb-09

Location 1: SEATTLE, WA

Leave From: RES: STAFFORD, VA [Edit](#)
TDY/TAD Loc: SEATTLE, WA
Arrive: 09-Feb-09
Leave: 20-Feb-09

Carrier / Flight: United Airlines Inc. (UA) 609 [Edit](#)
Conf / PNR: 123456 [Remove](#)
9:45AM - 09-Feb-09
Depart: DCA-Washington, DC (USA) (National Apt)
10:57AM - 09-Feb-09
Arrive: ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier / Flight: United Airlines Inc. (UA) 355 [Edit](#)
Conf / PNR: 123456 [Remove](#)
12:00PM - 09-Feb-09
Depart: ORD-Chicago, IL (USA) (O'Hare Apt)
2:31PM - 09-Feb-09
Arrive: SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)

Rental Car: ALAMO [Edit](#)
Airport: SEA - Seattle/Tacoma International Apt, [Remove](#)
Confirmation: ABCD1234678-
Pick-Up: 09-Feb-09 3:00PM
Drop-Off: 19-Feb-09 10:30PM

Lodging: Travelodge Sea-Tac Airpo [Edit](#)
Confirmation: 12345678- [Remove](#)
Check-In: 09-Feb-09
Check-Out: 20-Feb-09

Overall Ending Point

Leave From: SEATTLE, WA [Edit](#)
Return Loc: RES: STAFFORD, VA
Arrive: 20-Feb-09

Carrier / Flight: United Airlines Inc. (UA) 754 [Edit](#)
Conf / PNR: 123456 [Remove](#)
11:10PM - 19-Feb-09
Depart: SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)
4:52AM - 20-Feb-09
Arrive: ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier / Flight: United Airlines Inc. (UA) 600 [Edit](#)
Conf / PNR: 123456 [Remove](#)
6:02AM - 20-Feb-09
Depart: ORD-Chicago, IL (USA) (O'Hare Apt)
8:45AM - 20-Feb-09
Arrive: DCA-Washington, DC (USA) (National Apt)

Bus: Comm Bus [Edit](#)
Type: CB - Comm Bus [Remove](#)
Depart: 16-Feb-09

Train: Amtrak (2V) 0513 [Edit](#)
Depart: 8:35AM - 17-Feb-09 - BEL [Remove](#)
Arrive: 10:55AM - 17-Feb-09 - SEA

Figure 4-11: Edit Lodging Screen

4. Complete the **Check-In** and **Check-Out** fields to reflect the correct dates and times.
5. Select **Update Actual Lodging Cost** if the lodging costs require updating.

The Per Diem Entitlements screen opens.

6. Select **Edit** for the date on which changes are necessary.
-OR-
Select **Remove** to delete the lodging entry.

The Per Diem Entitlements screen displays fields where the traveler may enter changes to dates, per diem rates, duty conditions, meals, and other per diem entitlements.

7. Update the **fields** as necessary.
8. Select **Save These Entitlements**.
-OR-
Select **Cancel These Entitlement Changes and Return**, if no changes are necessary.


4.4.3 Update Rental Car

Changes to *existing* rental car information (i.e., the rental car was included in the authorization) should be made using the Rental Car screen. If a rental car was booked offline and was not included in the authorization, the rental car costs must be entered in the Expenses feature.

Use the below steps to update rental car information:

1. Select **Travel** from the navigation bar.
2. Select **Rental Car** from the subnavigation bar.

The Rental Car screen opens (Figure 4-12).


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[Travel](#)
[Expenses](#)
[Accounting](#)
[Additional Options](#)
[Review/Sign](#)

[RETURN TO LIST](#)
[Air](#)
[Lodging](#)
[Rental Car](#)
[Rail](#)
[Other Trans.](#)


Rental Car

Use this screen to save the selected rental car.

TDY/TAD Location: SEATTLE, WA
Pick-Up Date: 09-Feb-09
Pick-Up Time: 3:00PM
Drop-Off Date: 19-Feb-09
Drop-Off Time: 10:30PM

Rental Car Selected ☐ (ER) En Route



\$355.86

Rental Car: ALAMO
Car Class: Compact Car
Location: SEA - Seattle/Tacoma International Apt. 

Rental rate is estimated and does not include the Government Administrative Supplemental fee of \$5 per day.
Restrictions: Weekly \$103.00, Extra Day \$17.50, Extra Hour \$5.83, Unlimited miles/kilometers, Estimated Total Cost \$355.86

[OSI-Other Supplementary Information](#)

Enter the following details:

Pick-Up Date: 02/09/2009 
Pick-Up Time: 12:00 AM
Drop-Off Date: 02/19/2009 
Drop-Off Time: 12:00 AM
Cost: 355.86
Method of Reimbursement: GOVCC-Individual

Comments to the Travel Agent:

[Save Selected Car](#)

Trip Summary

Overall Starting Point

Leave From: RES: STAFFORD, VA [Edit](#)
Leave: 09-Feb-09

Location 1: SEATTLE, WA

Leave From: RES: STAFFORD, VA [Edit](#)
TDY/TAD Loc: SEATTLE, WA
Arrive: 09-Feb-09
Leave: 20-Feb-09

Carrier / Flight: United Airlines Inc. (UA) 609 [Edit](#)
Conf / PNR: 123456 [Remove](#)
9:45AM - 09-Feb-09
Depart: DCA-Washington, DC (USA) (National Apt)
10:57AM - 09-Feb-09
Arrive: ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier / Flight: United Airlines Inc. (UA) 355 [Edit](#)
Conf / PNR: 123456 [Remove](#)
12:00PM - 09-Feb-09
Depart: ORD-Chicago, IL (USA) (O'Hare Apt)
2:31PM - 09-Feb-09
Arrive: SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)

Rental Car: ALAMO [Edit](#)
Airport: SEA - Seattle/Tacoma International Apt, [Remove](#)
Confirmation: ABCD1234678-
Pick-Up: 09-Feb-09 3:00PM
Drop-Off: 19-Feb-09 10:30PM

Lodging: Travelodge Sea-Tac Airpo [Edit](#)
Confirmation: 12345678- [Remove](#)
Check-In: 09-Feb-09
Check-Out: 20-Feb-09

Overall Ending Point

Leave From: SEATTLE, WA [Edit](#)
Return Loc: RES: STAFFORD, VA
Arrive: 20-Feb-09

Carrier / Flight: United Airlines Inc. (UA) 754 [Edit](#)
Conf / PNR: 123456 [Remove](#)
11:10PM - 19-Feb-09
Depart: SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)
4:52AM - 20-Feb-09
Arrive: ORD-Chicago, IL (USA) (O'Hare Apt)

Carrier / Flight: United Airlines Inc. (UA) 600 [Edit](#)
Conf / PNR: 123456 [Remove](#)
6:02AM - 20-Feb-09
Depart: ORD-Chicago, IL (USA) (O'Hare Apt)
8:45AM - 20-Feb-09
Arrive: DCA-Washington, DC (USA) (National Apt)

Bus: Comm Bus [Edit](#)
Type: CB - Comm Bus [Remove](#)
Depart: 16-Feb-09

Train: Amtrak (2V) 0513 [Edit](#)
Depart: 8:35AM - 17-Feb-09 - BEL [Remove](#)
Arrive: 10:55AM - 17-Feb-09 - SEA

Figure 4-12: Rental Car Screen

3. Select **Edit** next to the car rental that requires changes.
-OR-
Select **Remove** to delete the specific car rental entry.

The Rental Car screen refreshes. The left side of this screen displays editable fields in which to enter the correct rental car information.

4. Update the **fields** as necessary.
5. Select **Save Selected Car**.

4.4.4 Update Rail Travel

The below steps serve as a guide to updating rail travel:

1. Select **Travel** from the navigation bar.
2. Select **Rail** from the subnavigation bar.

The Rail Travel screen opens (Figure 4-13).


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Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign

RETURN TO LIST
Air
Lodging
Rental Car
Rail
Other Trans.

Rail Travel

Please select a train from the trip summary on the right to edit train reservations.

Trip Summary

Overall Starting Point		
Leave From:	RES: STAFFORD, VA	Edit
Leave:	09-Feb-09	
Location 1: SEATTLE, WA		
Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	SEATTLE, WA	
Arrive:	09-Feb-09	
Leave:	20-Feb-09	
Carrier / Flight:	United Airlines Inc. (UA) 609	Edit
Conf / PNR:	123456	Remove
Depart:	9:45AM - 09-Feb-09 DCA-Washington, DC (USA) (National Apt)	
Arrive:	10:57AM - 09-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier / Flight:	United Airlines Inc. (UA) 355	Edit
Conf / PNR:	123456	Remove
Depart:	12:00PM - 09-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	2:31PM - 09-Feb-09 SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)	
Rental Car:	ALAMO	Edit
Airport:	SEA - Seattle/Tacoma International Apt,	Remove
Confirmation:	ABCD12345678-	
Pick-Up:	09-Feb-09 3:00PM	
Drop-Off:	19-Feb-09 10:30PM	
Lodging:	Travelodge Sea-Tac Airpo	Edit
Confirmation:	12345678-	Remove
Check-In:	09-Feb-09	
Check-Out:	20-Feb-09	
Overall Ending Point		
Leave From:	SEATTLE, WA	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	20-Feb-09	
Carrier / Flight:	United Airlines Inc. (UA) 754	Edit
Conf / PNR:	123456	Remove
Depart:	11:10PM - 19-Feb-09 SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)	
Arrive:	4:52AM - 20-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier / Flight:	United Airlines Inc. (UA) 600	Edit
Conf / PNR:	123456	Remove
Depart:	6:02AM - 20-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	8:45AM - 20-Feb-09 DCA-Washington, DC (USA) (National Apt)	
Bus:	Comm Bus	Edit
Type:	CB - Comm Bus	Remove
Depart:	16-Feb-09	
Train:	Amtrak (2V) 0513	Edit
Depart:	8:35AM - 17-Feb-09 - BEL	Remove
Arrive:	10:55AM - 17-Feb-09 - SEA	

Figure 4-13: Rail Travel Screen

3. Select **Edit** next to the rail travel that requires changes.
-OR-
Select **Remove** to delete the rail travel.

The page refreshes to the Other Trans. screen.


4. Update the **fields** as necessary.
5. Select **Save**.

4.4.5 Add Other Ticketed Transportation

Ticketed transportation arrangements, including air and rail, that were booked outside of DTS will need to be added to the voucher. Use the below steps to enter new ticketed arrangements:

1. Select **Travel** from the navigation bar.
2. Select **Other Trans.** from the subnavigation bar.

The Other Trans. screen opens (Figure 4-14).


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[RETURN TO LIST](#)
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[Rail](#)
[Other Trans.](#)

Other Trans.

Use this screen to enter Other Ticketed Transportation Information.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

EDIT Ticket Information

Enter or select the required data.

Please Note: A Red Star (*) indicates a field is required.

* Type:

* Description:

* Ticket No:

* Ticket Value:

Cost: (If different from ticket value)

* Departure Date (mm/dd/yyyy):

Issue Date (mm/dd/yyyy):

* Ticket Date (mm/dd/yyyy):

CBA Label:

CBA Account: [CBA Accounts](#)

If necessary, add comments to the travel agent:

[view expense details](#)

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	09-Feb-09	

Location 1: SEATTLE, WA

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	SEATTLE, WA	
Arrive:	09-Feb-09	
Leave:	20-Feb-09	
Carrier/Flight:	United Airlines Inc. (UA) 609	Edit
Conf/PNR:	123456	Remove
Depart:	9:45AM - 09-Feb-09 DCA-Washington, DC (USA) (National Apt)	
Arrive:	10:57AM - 09-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/Flight:	United Airlines Inc. (UA) 355	Edit
Conf/PNR:	123456	Remove
Depart:	12:00PM - 09-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	2:31PM - 09-Feb-09 SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)	
Rental Car:	ALAMO	Edit
Airport:	SEA - Seattle/Tacoma International Apt,	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	09-Feb-09 3:00PM	
Drop-Off:	19-Feb-09 10:30PM	
Lodging:	Travelodge Sea-Tac Airpo	Edit
Confirmation:	12345678-	Remove
Check-In:	09-Feb-09	
Check-Out:	20-Feb-09	

Overall Ending Point

Leave From:	SEATTLE, WA	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	20-Feb-09	
Carrier/Flight:	United Airlines Inc. (UA) 754	Edit
Conf/PNR:	123456	Remove
Depart:	11:10PM - 19-Feb-09 SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)	
Arrive:	4:52AM - 20-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier/Flight:	United Airlines Inc. (UA) 600	Edit
Conf/PNR:	123456	Remove
Depart:	6:02AM - 20-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	8:45AM - 20-Feb-09 DCA-Washington, DC (USA) (National Apt)	
Bus:	Comm Bus	Edit
Type:	CB - Comm Bus	Remove
Depart:	16-Feb-09	
Train:	Amtrak (2V) 0513	Edit
Depart:	8:35AM - 17-Feb-09 - BEL	Remove
Arrive:	10:55AM - 17-Feb-09 - SEA	

Figure 4-14: Other Ticketed Trans. Screen

3. Select the **Type** drop-down list and select the type of travel.

The Description field will populate automatically.

4. Complete the **Ticket No.** field.
5. Complete the **Ticket Value** field.
6. Complete the **Ticket Cost** field, if different from ticket value.
7. Complete the **Departure Date** field.
8. Complete the **Issue Date** field, if known.
9. Select **Save**.
10. Confirm the information in the **Ticketed Transportation Saved** box.

The information will update and display in the Trip Summary box. It can be edited or removed.

4.5 Expenses

The Expenses module allows travelers to record mileage and non-mileage expenses, as well as edit per diem entitlements. If the expenses are not on the drop-down list, they will need to be entered manually or they may be selected from a list of transactions made on the government travel charge card (GTCC). Mileage expenses include different modes and mileage rates for the selected mode. DTS calculates the Per Diem Entitlements based on the allowed amounts for the TDY location.

4.5.1 Update Non-Mileage Expenses

Use the below steps to add and edit non-mileage expenses:

1. Select **Expenses** from the navigation bar.

The Non-Mileage Expenses screen opens by default (Figure 4-15). This screen will only display as shown if no expenses were added to the authorization. If expenses were added to the authorization, the screen will display an Expenses Summary on the right side of the screen (Figure 4-16).

Remove may be selected to delete an expense if it was not incurred, or **Edit** may be selected to change the expense amount or the date when the expense was incurred.

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RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expense type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expenses" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 15-Dec-08 Return: 19-Dec-08

Non-Mileage Expense #1

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date: 12/15/2008
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

Non-Mileage Expense #2

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date: 12/15/2008
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

Non-Mileage Expense #3

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date: 12/15/2008
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

Non-Mileage Expense #4

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date: 12/15/2008
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

Non-Mileage Expense #5

* Select Expense Type:
- OR -

* Cost: \$
[view expense details / currency calculator](#)

* Date: 12/15/2008
(mm/dd/yyyy)

* Method of Reimbursement: -- Please Select --

Figure 4-15: Non-Mileage Expenses Screen

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RETURN TO LIST

Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 09-Feb-09 Return: 20-Feb-09 **Add Expense**

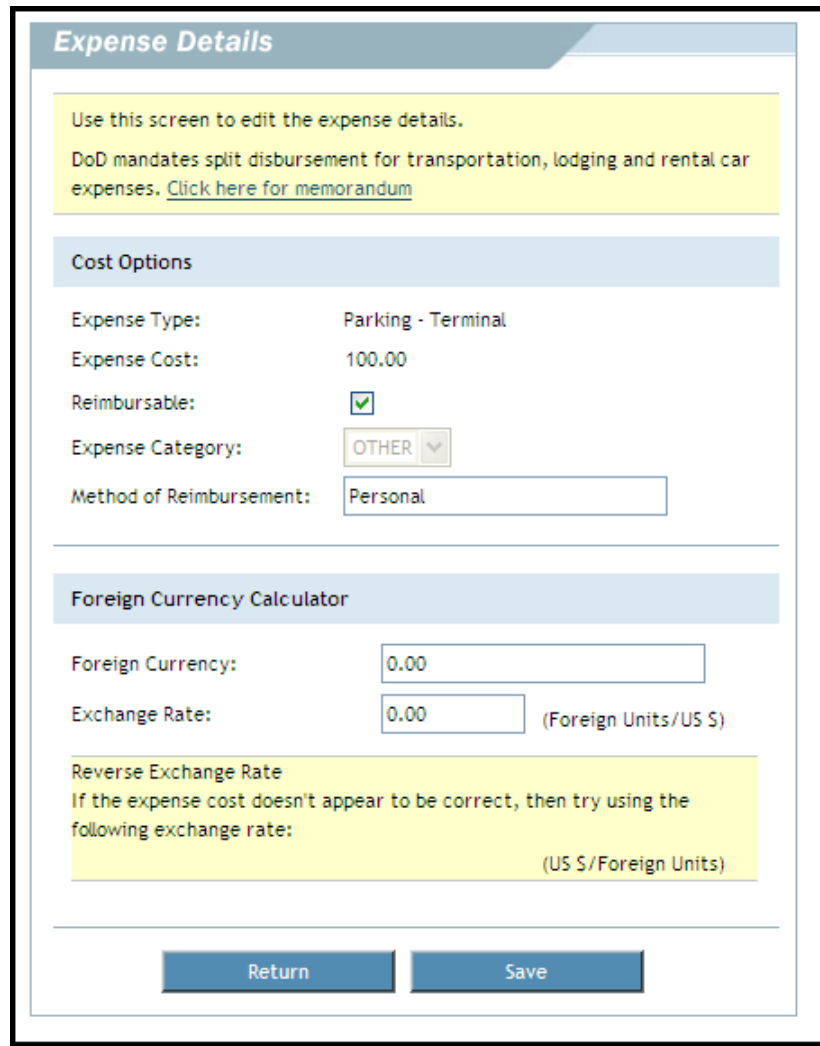
* Expense Type:
- OR -
* Cost: \$
* Date:
(mm/dd/yyyy)
* Method of Reimbursement:
[view expense details / currency calculator](#)

Expenses Summary

Expense Type	Date	Cost	E/R
Parking - Terminal	02/09/09	\$100.00	Edit Remove
Tolls (highway bridge etc)	02/09/09	\$3.00	Edit Remove
Hotel Room Tax	02/09/09	\$100.00	Edit Remove
Total Expenses:		\$203.00	

Figure 4-16: Non-Mileage Expenses Screen With Summary

2. Select the **Expense Type** drop-down list arrow and select the type.
-OR-
Complete the **-OR-** field with the type of expense.
3. Enter the **Cost** of the expense.
4. Enter the **Date** of the expense. Use the calendar tool if necessary.
5. (Optional) The **Method of Reimbursement** field fills based on the expense type. Change it only if necessary.
6. (Optional) Select **view expense details/ currency calculator** to view expense options or to convert a foreign currency into a U.S. dollar amount (Figure 4-17).



Expense Details

Use this screen to edit the expense details.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Cost Options

Expense Type: Parking - Terminal

Expense Cost: 100.00

Reimbursable: ☒

Expense Category: OTHER

Method of Reimbursement: Personal

Foreign Currency Calculator

Foreign Currency:

Exchange Rate: (Foreign Units/US \$)

Reverse Exchange Rate

If the expense cost doesn't appear to be correct, then try using the following exchange rate:

(US \$/Foreign Units)

Figure 4-17: Expense Details and Currency Calculator Screen

- a. Complete the **Foreign Currency** field with the amount of the foreign money spent in its units. For example, if 15 British pounds were spent on a taxi, enter 15.
- b. Complete the **Exchange Rate** field with the official exchange rate for the date on which the currency was spent. The official exchange rate is the foreign units per U.S. dollar amount, e.g., 0.52676.

The amount displayed in the Exchange Rate field shows that 1 British pound is equal to 1.89753 U.S. dollars. DTS multiplies the amount of foreign money by the rate to populate the Expense Cost field.

7. Select **Save Expenses**.
8. Repeat steps 1 through 7 for all non-mileage expenses.

4.5.1.1 Edit an Expense

1. Select **Edit** to the right of the expense in the Expenses Summary to edit an expense.
2. Make the necessary changes on the left side of the screen.
3. Select **Save Expense**.

4.5.1.2 Remove an Expense

1. Select **Remove** to the right of the expense in the Expenses Summary to delete the expense from the voucher.
2. Select **OK** when the confirmation box opens.

4.5.1.3 Add Authorized GTCC Transactions

Beginning on the non-mileage expense screen, use the below steps to add GTCC transactions incurred on the trip to the Non-Mileage Expenses Summary:

1. Select **create an expense from a government charge card transaction**.

The government charge card transactions screen opens (Figure 4-18).

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Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

CITI

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$ 197.35	Add >
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006	\$ 24.35	Add >
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$ 26.20	Add >
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$ 6.50	Add >
<input checked="" type="checkbox"/> Greyhound Busline (4131)	12/20/2006	\$ 99.31	Add >

Expenses Summary

Description	Date	Amount	
Pvt Auto-Terminal	02/09/2009	\$ 5.85	Remove
Hotel Room Tax	02/09/2009	\$ 100.00	Remove
Pvt Auto-Terminal	02/20/2009	\$ 5.85	Remove
Parking - Terminal	02/09/2009	\$ 100.00	Remove
Tolls (highway bridge etc)	02/09/2009	\$ 3.00	Remove

Total Expenses: \$ 214.70

[Save Expenses](#) [Cancel](#)

Figure 4-18: Government Travel Charge Card Transactions Screen

2. Select **Add** to the right of the transaction to add it to the Expense Summary.

A pop-up window opens, prompting the traveler to select an expense type from the drop-down list (Figure 4-19).

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Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction has previously been used. Note: The charge card transactions pre current transactions available in DTS. Some recent charge card transactions may not be available.

Expenses Summary

Description	Date	Amount	
Pvt Auto-Terminal	02/09/2009	\$ 5.85	Remove
Hotel Room Tax	02/09/2009	\$ 100.00	Remove
			Remove
			Remove
			Remove

Select an Expense Type

Pick an Expense Type for your charge card transaction. If none of the below Expense Types seem appropriate, select the 'Other' Expense Type. Note: When 'Other' is selected for the Expense Type, it is subject to be flagged in the pre-audit.

Pick an Expense type for: Taxi (4121)

Expense Type:


-OR-

CITI			
Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006		
<input checked="" type="checkbox"/> Taxi (4121)	12/23/2006		
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006		
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$ 6.50	Add >

Figure 4-19: Select an Expense Type Window

3. Select the **Expense Type** drop-down list arrow and select an **expense type**.
-OR-
Complete the **-OR-** field with the expense type.
4. Select **OK**.

The expense is now listed in the Expense Summary (Figure 4-20).


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Charge Card Transactions

Use this screen to turn a charge card transaction into an expense on the travel document. Choose a charge card transaction on the left and select the "Add" link to create an expense. Charge card transactions without an "Add" link cannot be expensed. Select "Save Expenses" when finished.

The checkbox to the left of each transaction is marked when the transaction has previously been used for vouchering. Note: The charge card transactions presented are the current transactions available in DTS. Some of the more recent charge card transactions may not appear.

CITI

Description	Date	Amount	
<input checked="" type="checkbox"/> Alamo Rent-A-Car (3387)	12/25/2006	\$ 197.35	Add >
<input checked="" type="checkbox"/> Shell Oil (5172)	12/22/2006	\$ 26.20	Add >
<input checked="" type="checkbox"/> US 50 Toll Booth (4784)	12/21/2006	\$ 6.50	Add >

Expenses Summary

Description	Date	Amount	
Pvt Auto-Terminal	02/09/2009	\$ 5.85	Remove
Hotel Room Tax	02/09/2009	\$ 100.00	Remove
Taxi - TDY/TAD	12/23/2006	\$ 24.35	Remove
Pvt Auto-Terminal	02/20/2009	\$ 5.85	Remove
Parking - Terminal	02/09/2009	\$ 100.00	Remove
Tolls (highway bridge etc)	02/09/2009	\$ 3.00	Remove

Total Expenses: \$ 239.05

[Save Expenses](#)
[Cancel](#)

Figure 4-20: Expenses Summary Screen

5. Select **Save Expenses**.

The Non-Mileage screen refreshes with the expenses saved (Figure 4-21).

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

RETURN TO LIST Non-Mileage Mileage Per Diem Entitlements Substantiating Records

Non-Mileage Expenses

Use this screen to enter non-mileage expenses for your travel document. Select an expenses type, or, if you cannot find the appropriate expense type, enter a description in the box provided. You may also use the 'create an expense item from a government charge card transaction' link to create an expense from current charge card transactions. Select "Save Expense" to save the expenses to the travel document.
Reminder: CTO Fees are a reimbursable expense to the traveler when the transportation costs are charged to your Individual Government Travel Charge Card (IBA).

[create an expense item from a government charge card transaction](#)

Leave: 09-Feb-09 Return: 20-Feb-09 **Add Expense**

* Expense Type:
- OR -

* Cost: \$

* Date: (mm/dd/yyyy)

* Method of Reimbursement:

[view expense details / currency calculator](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
Taxi - TDY/TAD	12/23/06	\$24.35	Edit Remove
Parking - Terminal	02/09/09	\$100.00	Edit Remove
Tolls (highway bridge etc)	02/09/09	\$3.00	Edit Remove
Hotel Room Tax	02/09/09	\$100.00	Edit Remove
Total Expenses:		\$227.35	

Figure 4-21: Saved Non-Mileage Expenses Screen

6. Select **Edit** to change an expense.
-OR-
Select **Remove** to delete an expense from the Expense Summary.

4.5.2 Update Mileage Expenses

Use the below steps to add or edit mileage expenses:

1. Select **Expenses** from the navigation bar.

The screen Non-Mileage Expenses screen opens by default.

2. Select **Mileage** from the subnavigation bar.

The Mileage Expenses screen opens (Figure 4-22). The Mileage Expense types are described in Table 4-1.

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Itinerary Travel **Expenses** Accounting Additional Options Review/Sign

Non-Mileage **Mileage** Per Diem Entitlements Substantiating Records

Mileage Expenses

Use this screen to enter mileage expenses for your trip. Click on the "Save Expense" button to save these expenses.

Leave: 09-Feb-09 Return: 20-Feb-09 **Add Expense**

* Expense Type:

* Date:
(mm/dd/yyyy)

* Method of Reimbursement:

* Miles x Rate = Cost \$

[View This Expense Type's Defaults](#)

Save Expense

Expenses Summary

Expense Type	Date	Cost	E/R
Pvt Auto-Terminal	02/09/09	\$5.85	Edit Remove
Pvt Auto-Terminal	02/20/09	\$5.85	Edit Remove
Total Expenses:		\$11.70	

Figure 4-22: Mileage Expenses Screen

Table 4-1: Mileage Expense Types

MILEAGE EXPENSE TYPES	
EXPENSE TYPE	DESCRIPTION
POC Use – Dedicated Gov Veh	Select if a privately owned conveyance (POC) is used for traveler's convenience instead of an available government vehicle dedicated for the traveler's use, such as a commander's car.*
POC Use – Gov Vehicle Avail	Select if a POC is used for traveler's convenience instead of an available government vehicle. Example: A fleet of vehicle has been procured for the traveler's use and one of the vehicles is available, but the traveler uses a POC.*
Private Plane	Select if a private plane is used for TDY travel.
Pvt Auto-In/Around	Select if a privately owned vehicle is used for official business while at the TDY location.
Pvt Auto-TDY/TAD	Select if a POC is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DoD Table of Distances is mandatory.
Pvt Auto-Terminal	Select if a POC is used for travel from the traveler's duty station or residence to and from the airport.
Pvt Motorcycle-In/Around	Select if a privately owned motorcycle is used for official business while at the TDY location.
Pvt Motorcycle-TDY/TAD	Select if a privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the TDY location. When selected, miles cannot be entered. Instead, use of the DoD Table of Distances is mandatory.
Pvt Motorcycle-Terminal	Select if a privately owned motorcycle is used for travel from the traveler's duty station or residence to and from the airport.
*No POC reimbursement is allowed if an available government vehicle was used by other travelers to complete the TDY mission and space was available for the traveler, but the traveler chose to use a POC for personal convenience.	

3. Select the **Expense Type** drop-down list arrow and select the **expense type** to add.

Note: When Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD is selected, the Defense Table of Official Distances (DTOD) link displays. Miles cannot be entered and use of DTOD is mandatory. (See Section 2.7.2.1).

4. Complete the **Date** field with the date of the expense.
5. (Optional) The **Method of Reimbursement** field fills based on the expense type. Change it if necessary.
6. Complete the **Miles** field when selection is other than Pvt Auto-TDY/TAD or Pvt Motorcycle-TDY/TAD.
7. (Optional) Select **Edit this Expense Type's Defaults** to view cost options or to convert a foreign currency into a U.S. dollar amount.
8. Select **Save Expenses**.
9. Repeat steps 1 through 8 until all mileage expenses are updated.

4.5.2.1 Edit an Expense

1. Select **Edit** to the right of the expense in the Expenses Summary to edit an expense.
2. Make the necessary changes on the left side of the screen.
3. Select **Save Expense**.

4.5.2.2 Remove an Expense

1. Select **Remove** to the right of the expense in the Expenses Summary to delete the expense from the voucher.
2. Select **OK** when the confirmation box opens.

4.5.2.3 Defense Table of Official Distances (DTOD)

The Defense Table of Official Distances (DTOD) should be used when driving to a TDY location, driving to a Permanent Change of Station (PCS), or during other travel outside the duty area. It is not used for local travel or miscellaneous travel (personal travel on duty).

After selecting an expense type on the Mileage Expenses screen (Figure 4-22), use the below steps to use the DTOD:

1. Select **DoD Table of Distances**.

The DTOD screen opens (Figure 4-23).

DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

Traveling From:

Please Note: A Red Star (*) indicates a field is required.

Oconus: ☐

* City:

State/Country: > [Lookup State and Country Codes](#)

County:

Traveling To:

Oconus: ☐

* City:

State/Country: > [Lookup State and Country Codes](#)

County:

Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.


Calculate Total:

Total Miles: 0

Figure 4-23: DTOD Screen

2. Check the **OCONUS** check box in the Traveling From section if the traveler drove from an OCONUS location.
3. Complete the **City** field in the Traveling From section.
4. Complete the **State/Country** field.
-OR-
Select **Lookup State and Country Codes** if state and country are unknown.
5. Select **Search** to see all locations associated with the City Traveling From.

The DTOD screen refreshes. It displays the list of locations (Figure 4-24).


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DoD Table of Official Distances (DTOD)

Use DTOD to calculate mileage when traveling to a location using a personally owned vehicle (POV). Enter (or search for) a starting and ending location (city and state/country and/or county) to calculate the miles for this mileage expense. Use the Oconus check box to indicate Oconus/Conus.

Traveling From:

Please Note: A Red Star (*) indicates a field is required.

Oconus: ☐

* City:

State/Country: [Lookup State and Country Codes](#)

County:

[Search](#)

Traveling To:

Oconus: ☐

* City:

State/Country: [Lookup State and Country Codes](#)

County:

[Search](#)

Use this section to calculate the mileage for the locations entered above. The "Traveling From" and "Traveling To" information (above) is required for the calculation to work properly.

Calculate Total:

[Calculate Mileage](#) **Total Miles: 0**

[Cancel](#) [Save Total and Continue](#)

State and Country Codes

Traveling To Search Results

Select one of the following state or country codes:

Abbr.	Full Name	
AF	Afghanistan	select
AL	ALABAMA	select
AK	ALASKA	select
AL	Albania	select
AG	Algeria	select
AS	AMERICAN SAMOA	select
AN	Andorra	select
AO	Angola	select
AV	Anguilla	select
AY	Antarctica	select
AC	Antigua and Barbuda	select
AR	Argentina	select
AZ	ARIZONA	select
AR	ARKANSAS	select
AM	Armenia	select
AA	Aruba	select
AT	Ashmore and Cartier Islands	select
AS	Australia	select
AU	Austria	select
AJ	Azerbaijan	select
BF	Bahamas, The	select
BA	Bahrain	select
FQ	Baker Island	select

Figure 4-24: DTOD Search Results Screen

6. Choose **Select** next to the desired location in the Search Results column.
7. Complete the **County** field (optional).
8. Check the **Oconus** check box in the Traveling To section if an OCONUS location.
9. Complete the **City** field in the Traveling To section.
10. Complete the **State/Country** field.
-OR-
Select **Lookup State and Country Codes** if state and country are unknown.
11. Select **Search** to see all locations associated with the City Traveling To.

The DTOD screen refreshes and a list of locations is displayed (Figure 4-24).
12. Complete the **County** field (optional).
13. Select **Calculate Mileage**.
14. Select **Save Total and Continue**.
-OR-
Select **CANCEL** to return to the Mileage Expenses screen without saving.

4.5.3 Per Diem Entitlements

The Per Diem Entitlements screen displays the amount to be reimbursed to the traveler for every date and location of travel (Figure 4-25). The information on the screen results from the TDY destination inputted on the Itinerary screen and the lodging selected in the Reservations module.

Use the below steps to view the per diem entitlements for the voucher:

1. Select **Expenses** on the navigation bar.
2. Select Per Diem Entitlements on the subnavigation bar.

The Per Diem Entitlement screen opens (Figure 4-25). The information displayed on the screen is filled automatically from the information entered in the trip itinerary.


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Per Diem Entitlements

Following is a list of per diem allowances for lodging and meals/incidentals for each day of your trip. The "edit" link allows you to change the information (e.g., duty conditions, meals provided, etc.) for a specific date or date range. The "reset" link changes the per diem information to the default rates for that date and location.

[GSA State Tax Exemption Listing](#)

Date	Location	Edit	Reset	Ldg Cost	Ldg Allowed	M&IE Allowed	Per Diem Rate	Code	B	L	D	Qtrs
02/09/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	48.00 Personal	158 / 64	NONE				
02/10/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/11/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/12/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/13/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/14/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/15/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/16/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/17/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/18/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/19/09	SEATTLE, WA	Edit	Reset	158.00	158.00 GOVCC-Individual	64.00 Personal	158 / 64	NONE				
02/20/09	SEATTLE, WA	Edit	Reset	0.00	0.00 GOVCC-Individual	48.00 Personal	158 / 64	NONE				

[Reset All](#)
[Edit All](#)

Figure 4-25: Per Diem Entitlements Screen


The lodging cost must be updated to match the selected hotel in the reservations, and any change in the information (e.g., duty conditions and meals provided) for a specific date or date range.

3. Select **Edit** next to the date and location to be changed.
4. Select **Reset** next to any date(s) and location(s) that need to be reset to the original value(s).

Note: The Edit All button allows the traveler to edit all of the dates at once. The Reset All button allows the traveler to reset all of the dates at once.

Warning: Only use the **Edit All** function when Meals Available (for a military location) and other edits have not already been made. This feature resets any Meals Available that have been selected to Full Meals and clears all previous edits.

The Per Diem screen displays editable fields where the traveler may update costs as necessary (Figure 4-26).


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Per Diem Entitlement Detail

You may apply changes on this screen to a certain date or range of dates by modifying the "Values Apply Through" date. If required to change the distribution to travelers, use the distribution method selection list to change the distribution method. Then, select the "distribute cost" link to distribute appropriately to travelers. [GSA State Tax Exemption Listing](#)

Location: SEATTLE (KING),WA

Values Apply From Date: 02/13/2009

Values Apply Through: 02/13/2009 

Per Diem Rates

Costs are total for all travelers. You may change your lodging costs below. Use the "View Expense Details / Currency Calculator" link for expense details such as payment method, reimburseable, etc.

Per Diem Rate: 158 / 64

Lodging: \$ 158.00 [view expense details / currency calculator](#)

M & IE: \$ 64.00 [view expense details / currency calculator](#)

Duty Conditions

Check all of the following that apply:

- ☐ Field Conditions
- ☐ Adverse Effects/Commercial Quarters
- ☐ Inactive Duty Training (Local Commuting Area)
- ☐ Permissive TDY
- ☐ Hospital Stay
- ☐ Quarters Available
- ☐ Group Travel
- ☐ Annual Training (Quarters and Meals Available)
- ☐ Essential Unit Messing
- ☐ Aboard U.S. Vessel
- ☐ Authorized Trip Home
- ☐ Annual Training (Quarters Available/Meals Not Available)
- ☐ Annual Training (Commercial Quarters)
- ☐ Active Duty Training (Quarters and Meals Available)
- ☐ Active Duty Training (Quarters Available/Meals Not Available)
- ☐ Active Duty Training (Commercial Quarters)
- ☐ Inactive Duty Training Non-Local Commuting Area (Quarters and Meals Available)
- ☐ Inactive Duty Training Non-Local Commuting Area(Quarters Available/Meals Not Available)
- ☐ Inactive Duty Training Non-Local Commuting Area (Commercial Quarters)

Figure 4-26: Per Diem Entitlements Screen (Edit Lodging and Duty Conditions)

5. Enter the date in **Values Apply Through** field if changes are for multiple consecutive days.
6. Enter lodging cost in the **Lodging** field, if different from the per diem rate.
7. Select **view expense details / currency calculator** to change the payment method or calculate currency exchange rate.
8. Check the **Duty Conditions** check boxes for any that may apply.
9. Select the correct **meal code** and **meal(s)** for this date or date range, if applicable (Figure 4-27).

Meals

If you would like to make changes to meals, select the appropriate meal code and applicable meal(s) for this date or date range:

☒ Full Rate ☐ Breakfast
☐ Elected ☐ Lunch
☐ Available ☐ Dinner
☐ Provided **Cost:**
☐ Occasional
☐ Special Rate

Other Per Diem Entitlements

If you need to claim actuals for lodging, take leave, designate OCONUS incidental amount, or indicate In Place, you may check the appropriate box. Only one option may be applied to a specified date or the date range used for the "Values Apply Through" Date.

☒ **No Other Per Diem Entitlements**
☐ **Leave**
 Check here if you are taking leave for the above date or date range.
☐ **Sick Leave - No Per Diem**
 Check here if you are taking Sick Leave without Per Diem for the above date or date range.
☐ **Sick Leave - Per Diem**
 Check here if you are taking Sick Leave with Per Diem for the above date or date range.
☐ **Duty Day(s) (No Per Diem)**
 Check here if you need to use Duty Day (No Per Diem) for the above date or date range.
☐ **Non-Duty Day(s)**
 Check here if you need to use Non-Duty Day for the above date or date range.
☐ **Authorized Delay**
 Check here if you need to use Authorized Delay for the above date or date range.
☐ **Actual Lodging**
 Check here if you need to use Actual Lodging for the above date or date range.
☐ **OCONUS Incidental Amount** - (Used to reduce the daily incidental rate to the minimum.)
 Check here if your AO determines the minimum default incidental rate applies for the above date or date range, instead of the applicable locality rate included in the daily amount for Meals and Incidentals.
☐ **In Place** - (Used to increase the M&IE amount to 100% on first or last day of travel)
 Check here if you are beginning or ending your travel at a TDY location vice your permanent duty station.

Proceed to the following page:

Figure 4-27: Per Diem Entitlements Screen (Edit Meals and Other Per Diem Entitlements)

Note: The Other Per Diem Entitlements screen displayed in Figure 4-27 is for a civilian employee. Military members will not have Sick Leave as an entitlement to select from.

10. Select the **radio button** under Other Per Diem Entitlements that describes the per diem entitlements for this date or date range.

- a. Use the default choice, **No Other Per Diem Entitlements**, when none of the other options apply.
- b. Select **Leave** if taking leave. Military personnel use Annual leave. Government employees can choose either Annual or Other. Government employees may enter the number of hours they wish to use.
- c. Select **Sick Leave - No Per Diem** if a civilian government employee has been granted sick leave but per diem has not been authorized.
- d. Select **Sick Leave - Per Diem** if a civilian government employee has been granted sick leave and per diem has been authorized.
- e. Select **Duty Day** if a military member and the AO did not approve excess travel time as official (when trip is extended beyond official travel date).

Leave should not be charged because the return travel occurred on a duty day. No per diem reimbursement is allowed and the day is not charged as Leave.

- f. Select **Non-Duty Day** if a civilian employee and the AO did not approve the excess travel time as official.

Leave should not be charged because the return travel occurred on a non-duty day. No per diem reimbursement is allowed, and the day is not charged as Leave.

- g. Select **Authorized Delay** for a particular date if the AO approved additional travel time as official because of an unavoidable delay.

Full reimbursement is allowed for per diem entitlements.

- h. Select **Actual Lodging** if the traveler is to be reimbursed for spending more than the per diem rate on lodging.

Note: Additional lodging costs must be authorized by the AO. The Actual Costs Limited field will display the maximum actual lodging amount the AO may authorize.

- i. Select **OCONUS Incidental Amount** if the incidental rate will be limited to the minimum allowable OCONUS rate.
- j. Select **In Place** for either the first or last day of travel if there are two back-to-back TDYs without returning to the permanent duty station. This will increase the M&IE amount to 100 percent to that day.

11. Select **Save These Entitlements**.

-OR-

Select **Cancel These Entitlement Changes and Return** to return to the Per Diem Entitlements screen without making changes (Figure 4-25).

4.6 Substantiating Records

Substantiating Records are proof of expenses incurred on official travel. Travelers are required to store digital images of receipts.

Travelers can load images of receipts and other supporting documents into DTS by either faxing, or scanning and uploading these documents. See *Document Processing Manual*, Chapter 2 for instructions on adding substantiating records.

4.7 Update an Accounting Code

If no payment has been made on an LOA, the LOA may be changed. An LOA should NEVER be removed or changed if any payment has been made. For example, if a Non-ATM Advance, SPP or voucher settlement has been paid using an LOA, that LOA should not be removed or changed. If a change must be made, it must be done manually outside of DTS.

Use the below steps to update the accounting code on a voucher:

1. Select **Accounting** from the navigation bar.

The Accounting Codes screen opens (Figure 4-28).

Defense Travel System
A New Era of Government Travel

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

[RETURN TO LIST](#) **Accounting Codes**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 09-Feb-09 [Find Accounting Label](#)

End Date: 20-Feb-09

Accounting Label: From DTMOCS

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
09 CONFERENCE	DTMOCS	view/edit	edit	remove
09 DIFF	DTMOCS	view/edit	edit	remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

Allocate Expenses

Expenses Summary

Expense allocated by Expense Category

Category	Allowed	Actual
LODGING :	\$1,738.00	\$1,738.00
09 CONFERENCE Sub Total:	\$1,738.00	\$1,738.00
09 DIFF		
COM. CARR.-I :	\$570.00	\$570.00
M&IE :	\$736.00	\$736.00
MILEAGE :	\$11.70	\$11.70
OTHER :	\$227.35	\$227.35
RENTAL CAR :	\$355.86	\$355.86
09 DIFF Sub Total:	\$1,900.91	\$1,900.91
Calculated Trip Cost:	\$3,638.91	\$3,638.91

Figure 4-28: Accounting Codes Screen

2. Select the **Accounting Label**, **Shared LOA**, or **Cross Org LOA** drop-down list arrow and select the **accounting label**. (See Section 2.8 for an explanation of Shared LOA).
3. Select **Additional Options**, if necessary.
-OR-
Select **Review/Sign** on the navigation bar.

4.7.1 Update Multiple Accounting Codes

When using more than one accounting code on a voucher, the traveler must identify how the expenses will be allocated to each. Beginning on the Accounting Codes screen (Figure 4-28), use the below steps to add multiple accounting codes to one voucher:

1. Select the **Accounting Label** drop-down list arrow and select all **accounting labels** that apply.
2. Select the **How To Allocate** drop-down list arrow and select an **allocation method**.
3. Select **Allocate Expenses**.
4. Select the **Accounting Code** to use for each allocation.
5. Select **Save Allocations**.

The Expense Summary box will display a breakdown of the expenses applying to each LOA.

4.8 Additional Options

The Additional Options module allows the traveler to view and edit additional entries in the voucher.

4.8.1 Profile

The Profile screen allows the traveler to update personal profile data using the links displayed near the top of each of the Profile screens. NDEAs are also able to update profile data for travelers in groups which have been granted access (Figure 4-29).

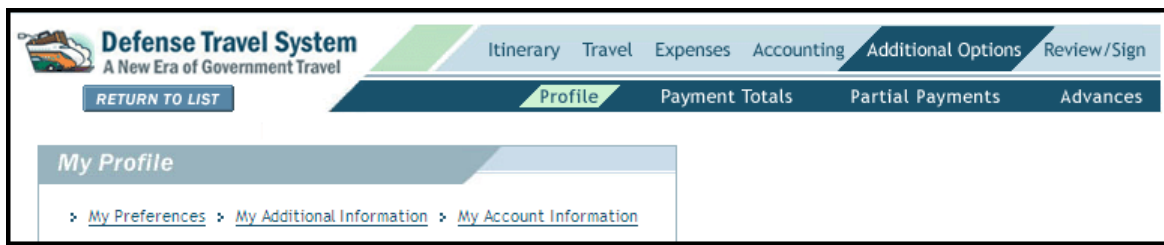


Figure 4-29: Profile Menu/My Profile Screens

Personal Profile data is divided into four screens for review and update. Use the links on each screen to open the next (Figures 2-84 – 2-87).

Note: EFT data on the My Account Information screen is mandatory.

My Profile screen – review and update:

- Name
- Mailing and Residence Addresses
- Phone Numbers
- Emergency Contact

Note: The **Dependents** and **PCS Info** buttons are currently not used.

My Preferences screen – review and update:

- Air Travel Preferences
- Lodging Preferences
- Rental Car Preferences
- Passport Information
- Miscellaneous
- Frequent Flyer Accounts

My Additional Information screen

- Title/Rank, Service/Agency, Unit
- Organization, Routing List, Duty Station Address
- Self AO Approval, Advance Authorized, Mandatory GOVCC

Note: The Authorizing Official section is for use at DTS-Tailored sites only.

My Account Information screen

- Default Accounting Code Label
- Credit Card Account Data
- EFT Account Data (mandatory)

Use the following steps to update personal profile data:

1. Select **Additional Options** from the navigation bar.
2. Select **Profile** from the sub navigation bar.
3. Enter or update data.
4. (Optional) Check the **Save changes to permanent traveler information** check box to save these changes for use in all future documents.
5. Select **Update Personal Information**.

Note: Electronic Funds Transfer (EFT) data on the My Account Information screen is **mandatory**. If the radio button is **Yes** with no EFT account data, the document cannot be signed, and the traveler will be returned to this screen. The **No** radio button is only an option if the traveler does not have access to an account at a financial institution that can receive EFT transmissions.

4.8.2 Payment Totals

The Payment Totals screen allows for the review of calculated trip expenses, disbursements, credits, and traveler entitlements. The traveler may make an additional payment to the GTCC or account for payments previously made to the GTCC. Any amount entered in the Add GOVCC ATM or Add'l GOVCC Amt fields will decrement the Net to Traveler distribution.

Use the below steps to review the payment totals for the voucher:

1. Select **Additional Options** from the navigation bar.
2. Select **Payment Totals** from the subnavigation bar.

The Payment Totals screen opens (Figure 4-30).

See Table 4-2 for a description of the fields on the Payment Totals screen.

Defense Travel System A New Era of Government Travel		Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
RETURN TO LIST		Profile	Payment Totals	Partial Payments	Advances		

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$3,638.91
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$3,638.91

Disbursement Summary

Gov't Advance Paid:	\$0.00
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$0.00

Credit Summary

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$3,638.91
Balance Due US:	\$0.00

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$950.70	\$2,688.21	\$3,638.91
Less Prior Pmts:	\$0.00	\$0.00	\$0.00
Plus Collections:	\$0.00	\$0.00	\$0.00
Net to Traveler:	\$950.70	\$2,688.21	\$3,638.91
Add GOVCC ATM:	\$0.00	<input type="text" value="0.00"/>	
Add GOVCC Amt:	\$0.00	<input type="text" value="0.00"/>	
Less Prev Pmts to GOVCC(By Traveler):	<input type="text" value="0.00"/>	\$0.00	> Calculate
Prev Pmt Adjustments:	\$0.00	\$0.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$950.70	\$2,688.21	\$3,638.91

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	09-Feb-09	

Location 1: SEATTLE, WA

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	SEATTLE, WA	
Arrive:	09-Feb-09	
Leave:	20-Feb-09	
Carrier / Flight:	United Airlines Inc. (UA) 609	Edit
Conf/PNR:	123456	Remove
Depart:	9:45AM - 09-Feb-09 DCA-Washington, DC (USA) (National Apt)	
Arrive:	10:57AM - 09-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier / Flight:	United Airlines Inc. (UA) 355	Edit
Conf/PNR:	123456	Remove
Depart:	12:00PM - 09-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	2:31PM - 09-Feb-09 SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)	
Rental Car:	ALAMO	Edit
Airport:	SEA - Seattle/Tacoma International Apt,	Remove
Confirmation:	ABCD1234678-	
Pick-Up:	09-Feb-09 3:00PM	
Drop-Off:	19-Feb-09 10:30PM	
Lodging:	Travelodge Sea-Tac Airpo	Edit
Confirmation:	12345678-	Remove
Check-In:	09-Feb-09	
Check-Out:	20-Feb-09	
Leave From:	SEATTLE, WA	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	20-Feb-09	
Carrier / Flight:	United Airlines Inc. (UA) 754	Edit
Conf/PNR:	123456	Remove
Depart:	11:10PM - 19-Feb-09 SEA-Seattle / Tacoma, WA (USA) (Sea-Tac)	
Arrive:	4:52AM - 20-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Carrier / Flight:	United Airlines Inc. (UA) 600	Edit
Conf/PNR:	123456	Remove
Depart:	6:02AM - 20-Feb-09 ORD-Chicago, IL (USA) (O'Hare Apt)	
Arrive:	8:45AM - 20-Feb-09 DCA-Washington, DC (USA) (National Apt)	
Bus:	Comm Bus	Edit
Type:	CB - Comm Bus	Remove
Depart:	16-Feb-09	
Train:	Amtrak (2V) 0513	Edit
Depart:	8:35AM - 17-Feb-09 - BEL	Remove
Arrive:	10:55AM - 17-Feb-09 - SEA	

Figure 4-30: Payment Totals Screen

Table 4-2: Payment Totals Screen Description

PAYMENT TOTALS SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Expense Summary	
Total Expenses	Sums the Reimbursable and Non-Reimbursable Expenses claimed on the travel document. If available, use the link to view supplementary information on each separate payment.
Non- Reimbursable Expenses	This totals the expenses for which the traveler cannot be reimbursed: Includes Centrally Billed Accounts (CBA) and Air Mobility Command (AMC), Government Transportation Request (GTR), Government Funded (GOV FUND) expense type codes (expenses) on the travel document.
Reimbursable Expenses	This totals the expense for which the traveler can be reimbursed: Includes all expenses with a Per Diem expense type code including personal and GOVCC expenses.
Disbursement Summary	
Gov't Advance Paid	Total of disbursements from government non-ATM advances, paid or submitted for payment. If available, use the link to view supplementary information on each separate payment.
Scheduled Partial Payments Paid	Total of disbursements from government from scheduled partial payments, paid or submitted for payment. If available, use the link to view supplementary information on each separate payment.
Previous Voucher Payments	Total of disbursements from government from previous vouchers. Will not have an amount greater than zero until the initial voucher is paid. If available, use the link to view supplementary information on each separate payment.
Total Prior Payments	Total disbursement: sum of the government advances, scheduled partial payments and voucher payments that have been paid to a traveler.
Credit Summary	
Collections	For Due U.S. Documents. Collections received and posted for amount of Due U.S. collected back from traveler. If available, use the link to view supplementary information on each separate collection.
Waivers and Appeals	For Due U.S. Documents – Cumulative Amount of approved waivers. If available, use the link to view supplementary information on each separate payment.
Net To Traveler	<p>Cumulative amounts of reimbursable expenses minus the total amount of previous payments with the resulting amount greater than or equal to zero (Due Traveler).</p> <ul style="list-style-type: none"> • Authorizations will use the estimated reimbursable expenses on the current adjustment level of the authorization for the "reimbursable expense" amount. • Vouchers will use the actual reimbursable expense amounts claimed on the voucher or local voucher for the "reimbursable expense" amount.
Balance Due US	<p>Cumulative amounts of reimbursable expenses minus the total amount of previous payments with the resulting amount less than zero (Due U.S.).</p> <ul style="list-style-type: none"> • Authorizations will use the estimated reimbursable expenses on the current adjustment level of the authorization for the "reimbursable expense" amount. • Vouchers will use the actual reimbursable expense amounts claimed on the voucher or local voucher for the for the "reimbursable expense" amount.
Entitlement Summary	
Total Expenses	Sums the Reimbursable Expenses claimed on the travel document. The amounts are broken down into what was charged to the traveler's personal EFT account, the individual GOVCC account, and the sum of both.
Less Prior Payments	This is the total reimbursable trip expenses minus any prior payments. Prior payments include government advances, scheduled partial payments and voucher payments that have been paid to a traveler. The amounts are broken down into what was charged to the personal EFT account, the individual GOVCC account, and the sum of both.
Plus Collections	This is the total reimbursable trip expenses plus collections. Collections include amounts received and posted for any "Due U.S." debt collected back from traveler. The amounts are broken down into what was charged to the personal EFT account, the individual GOVCC account, and the sum of both.

Table 4-2: Payment Totals Screen Description (Continued)

PAYMENT TOTALS SCREEN DESCRIPTION	
FIELD OR OBJECT	DESCRIPTION
Net to Traveler	Cumulative amounts of reimbursable trip expenses minus the total amount of previous payments, but plus the total amount of any debts already posted as collected from the traveler. The amounts are broken down into what was charged to the personal EFT account, the individual GOVCC account, and the sum of both.
Add GOVCC ATM	If there are any additional ATM (automatic teller machine) expenses, against the individual GOVCC (Government Charge Card) account enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount.
Additional GOVCC Amount	If there are any additional non- ATM (automatic teller machine) expenses against the individual GOVCC (Government Charge Card) account enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount.
Less Previous Payments to GOVCC (By Traveler)	If there are additional previous payments by the traveler to the GOVCC account, enter them in the field provided. Select Calculate to display a recalculated Net to Traveler amount.
Previous Payment Adjustments	This is the subtotal of any payments from the traveler's personal EFT account to the GOVCC account, or from the traveler's GOVCC account to the personal EFT account. Refresh this amount by selecting Calculate.
Final Distribution (Net to Traveler)	
Net Distribution	This is the final net distribution to the traveler: the total expenses, less any prior payments, plus any collections, plus any additional ATM or non-ATM advances, less any previous payments from the traveler's personal EFT account to the GOVCC account.

Note: When a Foreign Military Sales (FMS) LOA is used in the voucher, a Transaction Control Number (TCN) displays in the TCN column, which is received when disbursements have been made for FMS funds (Figure 4-31).

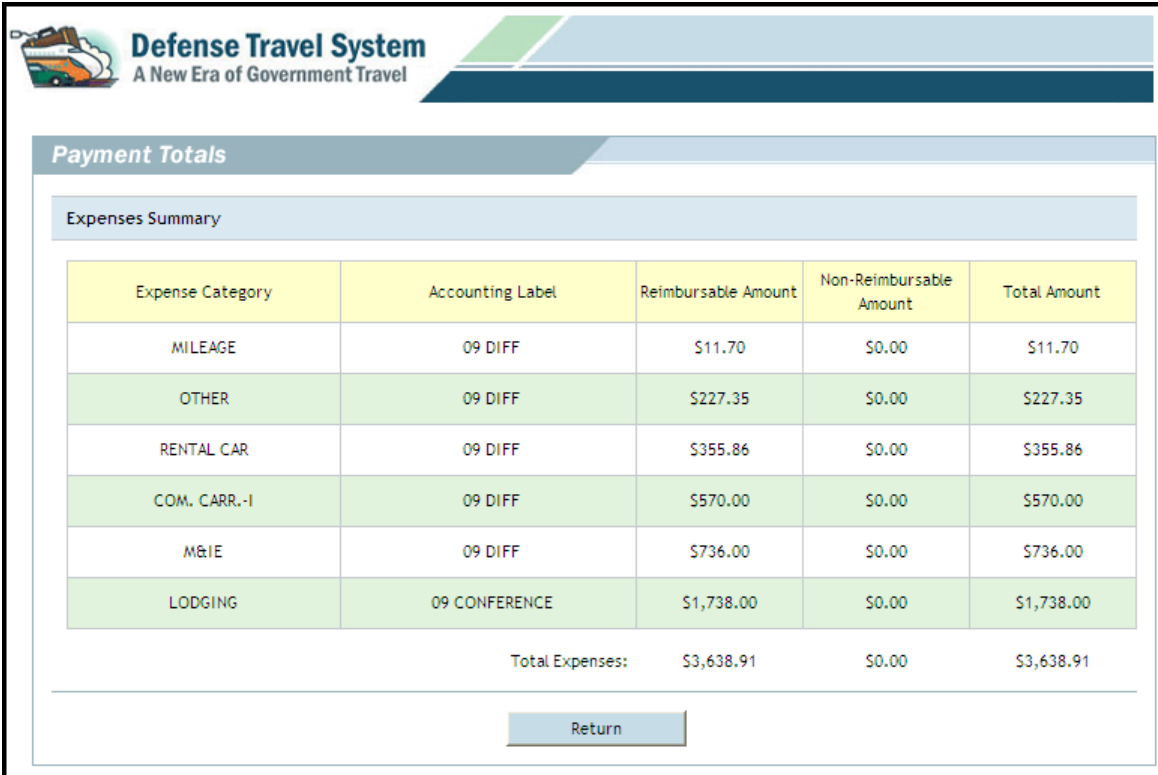
The Payment Totals screen is divided into the following four sections:

- Expense Summary
- Disbursement Summary
- Credit Summary
- Entitlement Summary

If there were any expenses, there will be a Total Expenses link in the Expense Summary section.

3. Select **Total Expenses**.

The Payment Totals Expenses Summary screen displays (Figure 4-31).



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Payment Totals

Expenses Summary

Expense Category	Accounting Label	Reimbursable Amount	Non-Reimbursable Amount	Total Amount
MILEAGE	09 DIFF	\$11.70	\$0.00	\$11.70
OTHER	09 DIFF	\$227.35	\$0.00	\$227.35
RENTAL CAR	09 DIFF	\$355.86	\$0.00	\$355.86
COM. CARR.-I	09 DIFF	\$570.00	\$0.00	\$570.00
M&IE	09 DIFF	\$736.00	\$0.00	\$736.00
LODGING	09 CONFERENCE	\$1,738.00	\$0.00	\$1,738.00
Total Expenses:		\$3,638.91	\$0.00	\$3,638.91

[Return](#)

Figure 4-31: Payment Totals Screen (Expenses Summary)

The Accounting label, the reimbursable amount, the non-reimbursable amount, and the total amount display for each of the expense categories.

4. Select **Return** to return to the Payment Totals screen.

The Gov't Advances Paid link will display if there was an advance.

5. Select **Gov't Advance Paid** (Figure 4-30).

The Government Advances Paid section displays under the Expenses Summary section (Figure 4-31).

The Collections and Waiver/Appeal links display windows that are populated only if a Due US condition exists (Figure 4-32). Use of these links allows the traveler to view debt and collection information and the history of appeals.

Defense Travel System
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Profile **Payment Totals** Partial Payments Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$1,806.50
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$1,806.50

Disbursement Summary

Gov't Advance Paid:	\$0.00
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$0.00

Credit Summary

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$1,806.50
Balance Due US:	\$0.00

Entitlement Summary

Trip Summary

Overall Starting Point

Leave From:	RES: KAISERSLAUTERN,FRG	Edit
Leave:	29-Apr-09	

Location 1: DENVER (DENVER),CO

Leave From:	RES: KAISERSLAUTERN,FRG	Edit
TDY/TAD Loc:	DENVER (DENVER),CO	
Arrive:	29-Apr-09	
Leave:	08-May-09	
Other:	Government Plane	Edit
Type:	GP - Government Plane	Remove
Depart:	29-Apr-09	

Overall Ending Point

Leave From:	DENVER (DENVER),CO	Edit
Return Loc:	RES: KAISERSLAUTERN,FRG	
Arrive:	08-May-09	

Figure 4-32: Payment Totals Screen - Collections and Waiver / Appeals Link

Use the following steps to add a GTCC ATM Advance:

1. Enter the total amount of the advance(s) into the **Add GOVCC ATM** field (Figure 4-30).

The dollar amount entered in the Add GOVCC ATM field will take money that was originally to be sent to the traveler's account and send it directly to the traveler's GTCC account.

2. Select **Calculate** next to the **Less Prev Pmts to GOVCC (By Traveler)** field. The specified amount will be decremented from the **Personal Net Distribution** field.

Use the following steps to add an additional payment to the GTCC:

1. Enter the amount of the additional payment to the GTCC into the **Add'l GOVCC Amt** field.

The dollar amount entered in the Add'l GOVCC Amt field will take money that was originally to be sent to the traveler's account and send it directly to the traveler's GTCC account.

2. Select **Calculate**. The specified amount will be decremented from the **Personal Net Distribution** field.

Use the below steps to enter an amount paid by the traveler to the GTCC account before the DTS disbursement was paid.

1. Enter an amount into the **Less Prev Pmts to GOVCC (By Traveler)** field.

In this field, the traveler can enter a dollar amount that will take money that was originally sent to the GTCC account and instead send it to the traveler's account. This would be used if, for example, the traveler had made a payment to the GTCC account before being reimbursed by DTS. If the split reimbursement to the GTCC account was supposed to be for \$400 and the traveler had already paid \$200 to the GTCC, then the traveler would want the \$200 payment from DTS to go to the personal account.

2. Select **Calculate**. The specified amount will be incremented to the **Personal Net Distribution** field.

Note: Any ATM processing fees associated with the GOVCC will need to be entered in the Expenses section.

4.8.3 SPPs and Advances

The traveler must always create a voucher to record actual expenses incurred for a trip. If the trip document contains paid or submitted SPPs, the amount owed to the traveler will be reduced by the amount previously disbursed.

Note: If a debt is caused by a non-ATM advance that is requested on a separate LOA than was used to create the obligation on the authorization, the traveler must add an OVERPAYMENT expense prior to signing the voucher. This is to allow DTS and the accounting systems to account for the separate obligation and disbursement. At approval, the voucher will show a zero balance and accounting and disbursing will be reconciled. Once the voucher has been approved, the Debt Management Monitor (DMM) or traveler will have to amend it to remove the OVERPAYMENT expense. This will change the voucher status to DUE U.S., and allows the DMM to track the debt.

If there are SPPs scheduled for submission when a voucher is approved, DTS will delete the unsubmitted SPP(s) from the Payment Module.

4.9 Review/Sign

The below subsections will guide you through the Review/Sign process.

4.9.1 Preview Trip

The Preview Trip screen provides a general overview of the trip. Use the following steps to edit the data on this screen:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default (Figure 4-33). The Print Document button at the top of the screen opens a text-only version of the document in a separate screen.

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

Preview Other Auths. Pre-Audit Digital Signature

Print Document

Preview Trip

Review the details for this trip below. When you have finished proceed to Other Authorizations.

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

Reference Information

Reference:

Document Comments

Comments to the Approving Official:	None
Comments from the Travel Agent:	None

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Other Trip Information

Trip Type: AA-ROUTINE TDY/TAD

Trip Purpose: CONFERENCE ATTENDANCE

Trip Description:

Overall Starting Point Time Zone: EST (06)

Itinerary:	Leave From:	RES: STAFFORD,VA
Edit	Leave:	09-Feb-09

Location 1 - SEATTLE,WA Time Zone: PST (09)

Itinerary:	Leave From:	RES: STAFFORD,VA
Edit	TDY/TAD Location:	SEATTLE,WA
	Arrive:	09-Feb-09
	Leave:	20-Feb-09

Figure 4-33: Preview Trip Screen

2. Complete the **Reference** field if necessary. This field is for the entry of data that will allow administrators to track spending by audit case number, Budget Category Codes, legal case number, war fighting missions, and similar.
3. Review all data.
4. Select **Edit** next to any items that need to be changed.
5. Make changes as appropriate.
6. Select **Save and Proceed to Other Auths** at the bottom of the screen.

4.9.2 Other Authorizations

The DTS Other Authorizations screen is used to display and print remarks on travel documents. When the traveler selects an item that may need an explanation to be considered for approval (e.g., leave in conjunction with TDY, rental car other than compact, and meals provided), DTS will automatically flag it as an Other Authorization.

For more information on the Other Authorizations screen, refer to *Document Processing Manual*, Chapter 2.

4.9.3 Pre-Audit Trip

The Pre-Audit Trip screen displays the items, if any, that DTS has flagged in the document. DTS requires that certain items be justified. Examples of these items include expenses that exceed DoD or service thresholds, or have had the method of reimbursement default value changed. A flagged item does not stop a traveler from requesting certain expenses, or obtaining lodging that is not within the per diem rate. Comments must be entered for the item(s) that have a **Justification to Approving Official** text box.

Other flagged items are merely advisory and require no action. An example of an advisory notice is an alert that the information in the traveler's profile differs from that which is entered on the document.

DTS automatically pre-audits a voucher when the traveler attempts to sign it, but the traveler can preaudit a document any time during its creation. Comments must be entered for each item requiring justification before the authorization will be routed for approval.

Use the below steps to preaudit a voucher:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default (Figure 4-33).

2. Select **Pre-Audit** from the subnavigation bar.

The Pre-Audit screen opens (Figure 4-34).

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RETURN TO LIST Preview Other Auths. **Pre-Audit** Digital Signature

Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

1 Item has been Flagged in this Travel Document

1.	Reason Flagged	Item Description	* Justification to Approving Official <Help>
	➤ POSSIBLE EXCESSIVE EXPENSE	➤ THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Tolls (highway bridge etc) > 25	Use of two toll bridges required for access to site, daily, at 3 dollars per toll

Save And Proceed To Digital Signature

Figure 4-34: Pre-Audit Trip Screen

Note: The <Help> link above each flagged item opens to a fuller explanation of the selected flag. See Appendix K, Table K-5, for a description of all flagged items.

Any items that appear on this screen are *flagged* for this trip. A flagged item indicates that DoD or service standards have been exceeded for normal government travel.

Note: The Help for this screen link (at the top right-hand side of the screen) opens a table of pre-audit codes used in the Reason Flagged column and a description of why this item was flagged.

Use the following steps to justify the flagged items:

1. Complete **Justification to the Approving Official** field(s) with an explanation for the request.
2. Select **Save and Proceed To Digital Signature** at the bottom of the screen.

4.9.4 Digital Signature

The final step in creating a voucher is to digitally sign the document. This begins the routing process. Use the following steps to digitally sign a voucher:

1. Select **Review/Sign** from the navigation bar.

The Preview Trip screen opens by default (Figure 4-33).

2. Select **Digital Signature** from the subnavigation bar.

The Digital Signature screen opens (Figure 4-35).

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options **Review/Sign**

Preview Other Auths. Pre-Audit **Digital Signature**

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: **SIGNED**

Routing List: **TRAINING-ML**

Additional Remarks:

☐ Stamp Doc without adjustment

Submit Completed Document

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Pending Routing Actions

Awaiting Status Change To	By	Level
APPROVED	Paul A Carson	25

Document History

Status	Date	Time	Name	Remarks
CREATED	11/25/08	1306	PAUL T CARSON	
SIGNED	11/25/08	1309	PAUL T CARSON	
ADJUSTED	12/29/08	1927	PAUL T CARSON	

[View Reasons for Audit Failures](#) [View Adjustments](#)

Figure 4-35: Digital Signature Screen

3. (Optional) Select the **Routing List** drop-down list arrow and select a **routing list**, if the document requires a routing list that is different one from the default.

A message displays to inform the traveler that the document must be stamped SIGNED to initiate the new routing list.

4. Select **OK**.
5. Select the **Submit this document as** drop-down list arrow and choose **SIGNED**.
6. Complete the **additional remarks** field (optional).

Note: If at any point in the document history the voucher failed a DTS audit, the reason for failure may be viewed by selecting the View Reasons for Audit Failure link (Figure 4-35).

7. Select **Submit Completed Document**.

The Digital Signature Log In window opens.

8. Enter the PIN in the **PIN** field.
9. Select **OK**.

The document is now signed. The Voucher screen opens.

Note: When the traveler signs a voucher containing at least one FMS LOA, a message displays notifying the traveler of a possible delay in reimbursement due to the use of FMS LOAs.

4.10 Due U.S. Vouchers (Overpayments to Travelers)

When the balance on a voucher indicates that advances, SPPs, or other payments paid to a traveler exceed the expenses recorded on the voucher, a Due U.S. situation exists. This means that the traveler owes money to the government.

This situation may occur when a traveler incurs a debt due to one of the following reasons:

- An overpayment was made for a voucher in which the traveler's entitlements were less than the amount paid.
- Post payment review determined that a travel expense was paid erroneously.
- A trip was cancelled after the traveler received a non-ATM advance or partial payment.

Travelers must satisfy the debt within 30 days or request a waiver or cancellation of the debt. In cases where a trip was cancelled after the traveler received a non-ATM advance or partial payment, civilian travelers have 15 days to repay the debt and military members have 30 days to repay the debt. The traveler can see the amount of the Balance Due U.S. on the Payment Totals screen (Figure 4-36).

Defense Travel System A New Era of Government Travel		Itinerary	Travel	Expenses	Accounting	Additional Options	Review/Sign
RETURN TO LIST		Profile		Payment Totals		Partial Payments	Advances

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$853.54
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$853.54

Disbursement Summary

Gov't Advance Paid:	\$1,671.23
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$1,671.23

Credit Summary

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$0.00
Balance Due US:	\$817.69

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$305.54	\$548.00	\$853.54
Less Prior Pmts:	\$1,671.23	\$0.00	\$1,671.23
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$-1,365.69	\$548.00	\$-817.69
Add GOVCC ATM:	\$0.00	\$0.00	
Add'l GOVCC Amt:	\$0.00	\$0.00	
Less Prev Pmts to GOVCC (By Traveler):	\$0.00	\$0.00	
Prev Pmt Adjustments:	\$548.00	\$-548.00	
Final Distribution (Net to traveler)			
Net Distribution:	\$-817.69	\$0.00	\$-817.69

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	Edit
Leave:	15-Dec-08	

Location 1: SAN DIEGO, CA

Leave From:	RES: STAFFORD, VA	Edit
TDY/TAD Loc:	SAN DIEGO, CA	
Arrive:	15-Dec-08	
Leave:	19-Dec-08	

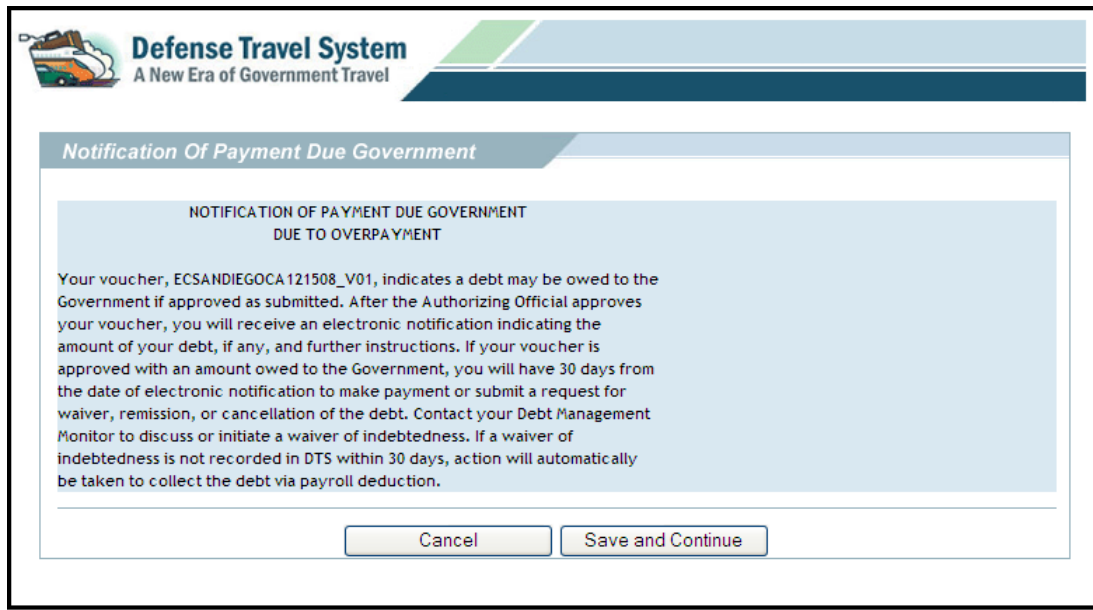
Overall Ending Point

Leave From:	SAN DIEGO, CA	Edit
Return Loc:	RES: STAFFORD, VA	
Arrive:	19-Dec-08	

Figure 4-36: Payment Totals Screen Indicating Balance Due U.S.

In the event of an overpayment to the traveler, the traveler will be informed of the excess payment(s) and will see the Notification of Payment Due Government screen indicating the amount due (Figure 4-37).

The traveler should review the Notification of Payment Due Government screen and select **Save and Continue**.



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Notification Of Payment Due Government

**NOTIFICATION OF PAYMENT DUE GOVERNMENT
DUE TO OVERPAYMENT**

Your voucher, ECSANDIEGOCA121508_V01, indicates a debt may be owed to the Government if approved as submitted. After the Authorizing Official approves your voucher, you will receive an electronic notification indicating the amount of your debt, if any, and further instructions. If your voucher is approved with an amount owed to the Government, you will have 30 days from the date of electronic notification to make payment or submit a request for waiver, remission, or cancellation of the debt. Contact your Debt Management Monitor to discuss or initiate a waiver of indebtedness. If a waiver of indebtedness is not recorded in DTS within 30 days, action will automatically be taken to collect the debt via payroll deduction.

Figure 4-37: Notification Of Payment Due Government Screen

Note: Selecting **Save and Continue** serves as acknowledgment of the initial notification to the traveler of debt owed to the government in the Due Process regulatory requirement. Selecting the **Cancel** button will return the traveler to the Digital Signature screen.

In the event that a Non-DTS Entry Agent (NDEA) creates and signs the voucher, DTS will generate and send an email to the traveler. This advises that the traveler may owe money to the government (Figure 4-38).

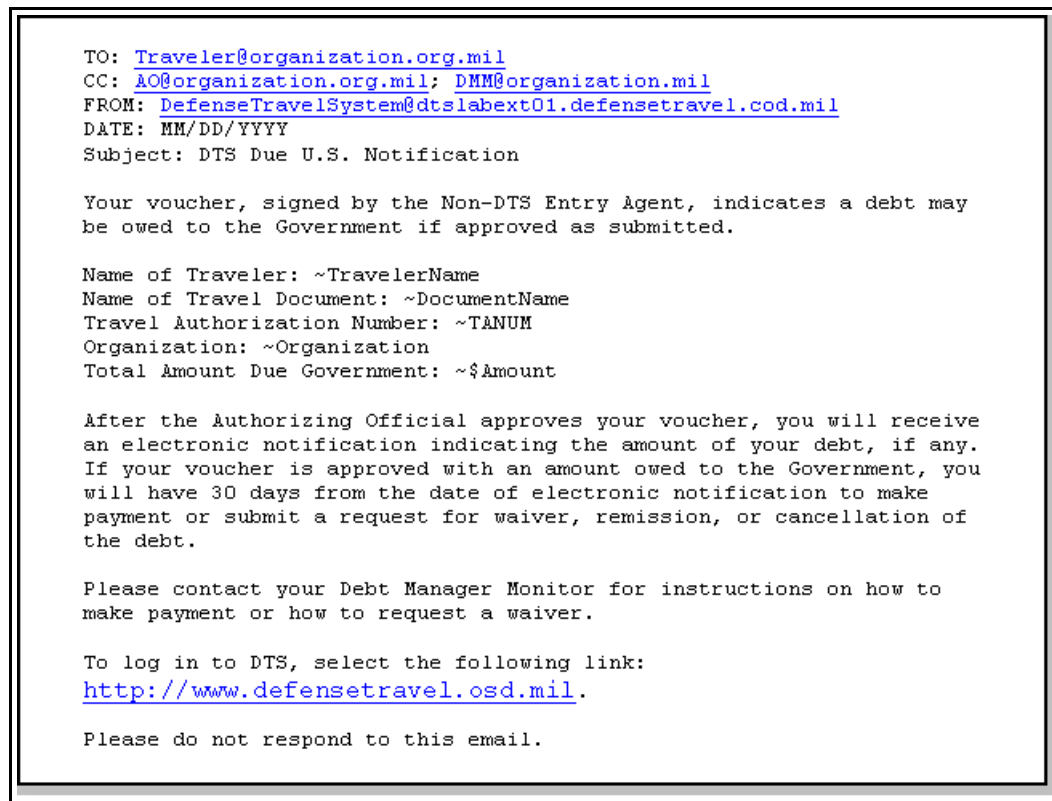


Figure 4-38: Email to Traveler When NDEA Signs Due US Voucher

After the traveler signs a Due US voucher, and the AO approves it, the AO will receive a screen notice (Figure 4-39). This indicates that approval of the voucher, containing a Due US balance, establishes the Due US amount, incurred by the traveler, as an official debt. The AO should select **Save and Continue** and complete the signing process.

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Notification Of Payment Due Government

NOTIFICATION OF PAYMENT DUE GOVERNMENT
DUE TO OVERPAYMENT

This voucher indicates a Balance Due to the Government as a result of an excess travel payment.

AO's are required to contact the traveler to ensure that the traveler received the notification of debt. Once this has been completed, AO's are required to contact the Debt Management Monitor to have them update DTS that this action has been accomplished.

I have personally notified the traveler of this debt.

Cancel Save and Continue

Figure 4-39: AO Notification Screen

Upon approval of a voucher that contains a due US condition, DTS will submit the appropriate XML transactions to adjust obligations (if necessary) and transmit a settlement voucher with no pay due to the traveler to disbursing. Following a time delay of 96 hours, DTS will then submit the appropriate transactions to set up the accounts receivable (A/R) in the applicable accounting system(s). DTS then generates an email that is considered to be the Due Process Notice. This is sent to the traveler, AO, and DMM to advise them of the debt (Figure 4-40).

TO: Traveler@organization.org.mil
Cc: AO@organization.org.mil; DMM@organization.org.mil; DLT-DTS@dfas.mil; dtsdebtltr@dfas.mil
FROM: DefenseTravelSystem@dtslabext01.defensetravel.cod.mil
DATE: MM/DD/YYYY
SUBJECT: DTS Due U.S. Notification

The Defense Finance and Accounting Service has sent a notification to us indicating an account has been established for your approved travel voucher with a Balance Due to the Government based on the following information:

Name of Traveler: ~TravelerName
SSN(of Traveler): ~SSN
Name of Travel Document: ~DocumentName
Travel Authorization Number: ~TANUM
LOA(s)/Due U.S. Amount(s)/Initial Accounts Receivable Transaction ID:
~LOA / \$~Amount / ~TransactionID
Organization: ~Organization
Voucher Approval Date: ~ApprovalDate
Total Amount Due Government: \$~Amount

You have 30 days from the date of this notification to make payment, request payroll deduction, or submit a request for waiver, remission, or cancellation of the debt. If one, or a combination, of these actions is not completed within 30 days, action will be taken to collect the debt via payroll collection.

If you would like to send a payment, make your check or money order payable to: U.S. Treasury, DSN 3801, and send your payment, along with a copy of this email, to:

Disbursing Operations Directorate
3801 DTS Remittance
P.O. Box 26670
Indianapolis, IN 46226-0670

I consent to immediate collection from my pay the amount of this check plus bank charges, if this check is dishonored _____. (Please initial on line at the end of this statement to validate that you understand immediate collection action will be taken from your pay account for dishonored personal checks.)

If you have any questions regarding direct remittance, you can contact DFAS via email, checkremittanceinquiry@dfas.mil.

For instructions on how to request voluntary payroll deduction or a waiver/remission or cancellation of the debt, you should contact your Debt Management Monitor and/or Authorizing Official (AO).

To log into DTS, select the following link:
<http://www.defensetravel.oed.mil>.

Please do not respond to this email.

Figure 4-40: Email to Traveler

Note: If the Due U.S. debt is because of a non-ATM advance or SPP before a trip cancellation, a service member has 30 days and a civilian traveler has 15 days from the day the debt email notification was sent to repay the debt. If the debt amount is not paid in full, involuntary payroll deduction actions can begin 15 days after notification of the debt for civilians, and after 30 days for military members.

4.11 Using Foreign Military Sales Lines of Accounting (LOAs) in a Voucher

The government uses the term *Foreign Military Sales (FMS)* as an identifier when selling defense items and services to a foreign country or international organization. When a travel document is created for such a purpose, DTS uses the prefix *FMS* in the line of accounting (LOA) label.

DTS processes a voucher that has an FMS LOA in a way that is similar to the way that it processes other vouchers, with the following exceptions:

- When the voucher is signed, the traveler will see a DTS screen alert about payment delay due to processing associated with the use of FMS funds.
- When the voucher is signed, the traveler will receive an email notification about payment delay due to processing associated with the use of FMS funds.
- When the voucher is paid, the Defense Finance Accounting Service (DFAS) will return a Transaction Control Number (TCN) that will be displayed in DTS.

Beginning on the Accounting Codes screen (Figure 4-41), use the below steps to select an FMS LOA:

1. Select the **Accounting Label** drop-down list arrow and select the correct **FMS LOA**.
-OR-
2. Select the **Shared LOA** drop-down list arrow and select the correct **FMS LOA**.

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[RETURN TO LIST](#)

Itinerary Travel Expenses **Accounting** Additional Options Review/Sign

Accounting Codes

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 05-Jan-09 [Find Accounting Label](#)

End Date: 09-Jan-09

Accounting Label: From DTMOCSD

Shared LOA:

Cross Org LOA:

Selected Accounting Code(s)

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.
Please make sure the LOA's assigned have costs allocated to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
09 CONFERENCE	DTMOCSD	view/edit	remove

Expenses Summary

09 CONFERENCE		
Category	Allowed	Actual
COM. CARR.-I :	\$475.00	\$475.00
LODGING :	\$564.00	\$564.00
M&IE :	\$220.50	\$220.50
OTHER :	\$80.00	\$80.00
09 CONFERENCE Sub Total:	\$1,339.50	\$1,339.50
Calculated Trip Cost:	\$1,339.50	\$1,339.50

Figure 4-41: Accounting Codes Screen (LOA Selection List)

Use the below steps to confirm whether or not an FMS LOA was used to pay an advance to the traveler:

1. Select **Additional Options** from the navigation bar.
2. Select **Payment Totals** from the subnavigation bar.

The Payment Totals screen opens (Figure 4-42). This screen displays the calculated totals for the voucher. Gov't Advance Paid will display as a link in the Disbursement Summary section on the right side of the screen if an advance was paid.


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[Itinerary](#)
[Travel](#)
[Expenses](#)
[Accounting](#)
[Additional Options](#)
[Review/Sign](#)

[RETURN TO LIST](#)
[Profile](#)
[Payment Totals](#)
[Partial Payments](#)
[Advances](#)

Payment Totals

Following is the calculated totals for the voucher - Voucher Payment Totals

Expense Summary

Total Expenses:	\$853.54
Non-Reimbursable Expenses:	\$0.00
Reimbursable Expenses:	\$853.54

Disbursement Summary

Gov't Advance Paid:	\$1,671.23
Scheduled Partial Pmts Paid:	\$0.00
Previous Voucher Payments:	\$0.00
Total Prior Payments:	\$1,671.23

Credit Summary

Collections:	\$0.00
Waiver / Appeals:	\$0.00
Net To Traveler:	\$0.00
Balance Due US:	\$817.69

Entitlement Summary

	Personal(\$)	Individual GOVCC(\$)	Total(\$)
Total Expenses:	\$305.54	\$548.00	\$853.54
Less Prior Pmts:	\$1,671.23	\$0.00	\$1,671.23
Plus Collections:	\$0.00	\$0.00	\$0.00

Net to Traveler:	\$-1,365.69	\$548.00	\$-817.69
Add GOVCC ATM:	\$0.00	\$0.00	
Addl GOVCC Amt:	\$0.00	\$0.00	
Less Prev Pmts to GOVCC(By Traveler):	\$0.00	\$0.00	
Prev Pmt Adjustments:	\$548.00	\$-548.00	
Final Distribution(Net to traveler)			
Net Distribution:	\$-817.69	\$0.00	\$-817.69

Trip Summary

Overall Starting Point

Leave From:	RES: STAFFORD, VA	View
Leave:	15-Dec-08	

Location 1: SAN DIEGO, CA

Leave From:	RES: STAFFORD, VA	View
TDY/TAD Loc:	SAN DIEGO, CA	
Arrive:	15-Dec-08	
Leave:	19-Dec-08	

Overall Ending Point

Leave From:	SAN DIEGO, CA	View
Return Loc:	RES: STAFFORD, VA	
Arrive:	19-Dec-08	

Figure 4-42: Payment Totals Screen (Calculated Totals)

3. Select **Gov't Advance Paid**.

The Payment Totals screen displays a breakdown of the payment totals (Figure 4-43).

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Payment Totals

Expenses Summary

Expense Category	Accounting Label	Reimbursable Amount	Non-Reimbursable Amount	Total Amount
OTHER	09 PERDIEM	\$0.00	\$0.00	\$0.00
MILEAGE	09 PERDIEM	\$17.54	\$0.00	\$17.54
M&IE	09 PERDIEM	\$288.00	\$0.00	\$288.00
LODGING	09 PERDIEM	\$548.00	\$0.00	\$548.00
Total Expenses:		\$853.54	\$0.00	\$853.54

Government Advances Paid

Transaction ID	Accounting Label	Date Paid	DSSN	DOV #	TCN	Amount
ONZOKF002		11/17/08	Not Available	Not Available		\$1,671.23
Total Advance Paid:						\$1,671.23

[Return](#)

Figure 4-43: Government Advances Paid Screen

4. Select **Return**.

The Payment Totals screen opens (Figure 4-42).

The final step for the traveler is signing the voucher. During this process, DTS screen messages display, informing the traveler of a possible delay in reimbursement for a voucher that contains an FMS LOA.

To sign a voucher, the traveler will perform the below steps:

1. Select **Review/Sign** from the navigation bar.
2. Select **Digital Signature** from the subnavigation bar.

The Digital Signature screen opens (Figure 4-44).

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Itinerary Travel Expenses Accounting Additional Options Review/Sign

RETURN TO LIST Preview Other Auths. Pre-Audit Digital Signature

Digital Signature

Click below to stamp and submit this trip authorization for routing and approval. By submitting you are legally signing this document.

Document Action

* Submit this document as: **SIGNED**

Routing List: **TRAINING-ML**

Additional Remarks:

The estimated transportation related expenses and actual reimbursement may be reduced if travel is completed using a different transportation mode than authorized by your AO.

Submit Completed Document

Pending Routing Actions

Awaiting Status Change To	By	Level
SIGNED	CARSON, PAUL T.	0

Document History

Status	Date	Time	Name	Remarks
CREATED	11/04/08	1133	PAUL T CARSON	

[View Reasons for Audit Failures](#)

Figure 4-44: Digital Signature Screen

3. Select the **Submit this document as** drop-down list arrow and select **SIGNED**.

The FMS Notification screen opens (Figure 4-45).

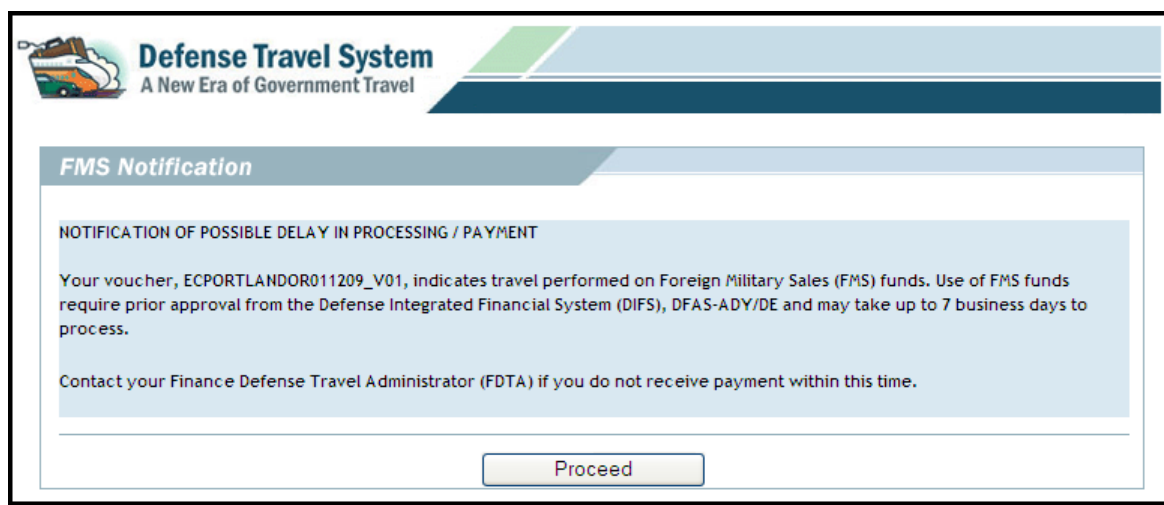


Figure 4-45: FMS Notification Screen

4. Select **Proceed**.

When a Non-DTS Entry Agent (NDEA) signs a voucher on behalf of a traveler, and the voucher contains an FMS LOA, DTS will send an email notification to the traveler that reimbursement may be delayed due to processes (outside of DTS) that are involved in the approval and use of FMS funds (Figure 4-46).

TO: Traveler@organization.org.mil
 FROM: Defense Travel System
 CC: DTA@organization.org.mil
 DATE: MM/DD/YYYY
 Subject: Possible Delay in Payment

Dear Eric T. Carson,

An official travel document EC11808_LO1 was created and stamped T-ENTERED on your behalf by your Non Defense Travel System Entry Agent (NDEA).

The voucher indicates travel performed on Foreign Military Sales (FMS) funds. Use of FMS funds requires prior approval from the Defense Integrated Financial System (DIFS), DFAS-JAXBA/IN and requires additional processing time. Processing/payment of your voucher from authorization may take up to 7 business days.

Please log into DTS to make any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if the document has already been stamped APPROVED.

TRAVELER ACTION NEEDED

- Review travel document &VCHNUM& by logging into DTS.
- Create any necessary adjustments if the document has not been stamped APPROVED, or create an amendment if changes are required and the document has already been stamped APPROVED.
- Your NDEA has created the Travel Voucher on your behalf and signed the voucher "T-ENTERED" to route the document for approval. You must provide a signed paper voucher to the NDEA for audit purposes.

To log in to DTS, select the following link:
<http://www.defensetravel.osd.mil>.

For DTS document processing training, please refer to the Document Processing Manual in the Training Materials Module, which is located at:
<http://www.defensetravel.osd.mil/dts/site/trainingmanuals.jsp>.

Please contact your site DTA for questions concerning your documents.

If you do not receive FMS payment within seven days, contact your Finance Defense Travel Administrator (FDTA) for assistance.

Please do not respond to this email.

Figure 4-46: Possible Delay in Payment Email (Voucher Signed by NDEA)

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